LEGISLATIVE BRANCH APPROPRIATIONS FOR FISCAL YEAR 2007

WEDNESDAY, MARCH 15, 2006

U.S. SENATE,
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,
Washington, DC.

The subcommittee met at 10 a.m., in room SD–138, Dirksen Senate Office Building, Hon. Wayne Allard (chairman) presiding.

Present: Senators Allard and Durbin.

U.S. SENATE

OFFICE OF THE SECRETARY

STATEMENT OF EMILY REYNOLDS, SECRETARY OF THE SENATE

ACCOMPANIED BY:
   MARY SUIT JONES, ASSISTANT SECRETARY OF THE SENATE
   CHRIS DOBY, FINANCIAL CLERK

OPENING STATEMENT OF SENATOR WAYNE ALLARD

Senator ALLARD. The subcommittee will come to order. Good morning everybody. We meet today to take testimony on the fiscal year 2007 budget request for the Secretary of the Senate and the Architect of the Capitol, and review progress of the Capitol Visitor Center (CVC) construction. The legislative branch budget request totals roughly $4.2 billion, an increase of $460 million or 12 percent over the current year.

While most agencies in the President's budget would be frozen at current levels, a number of the agencies before this subcommittee have proposed very substantial increases and we will need to scrutinize these requests very carefully. We will have three separate panels today. Secretary Emily Reynolds will testify first, she's accompanied by Assistant Secretary of the Senate Mary Suit Jones, and the new Financial Clerk of the Senate Chris Doby.

Our second panel will be the Architect of the Capitol, Alan Hantman, and our third panel to discuss progress of the Capitol Visitor Center construction will include Mr. Hantman, CVC Project Executive Bob Hixon, and GAO representatives Bernie Ungar and Terrell Dorn.

I extend a welcome to our witnesses this morning. Ms. Reynolds, your office is requesting a budget of about $24 million, an increase of roughly $1 million, or just above 5 percent over fiscal year 2006. This budget would support the 26 departments that are part of the Office of the Secretary and would accommodate cost of living and

merit increases. And we'll now proceed to the first panel. Welcome Ms. Reynolds. You may proceed with your testimony. It's good to see you.

Ms. REYNOLDS. Thank you Mr. Chairman, it's an honor to be with you. We're, of course, very grateful for your leadership as our subcommittee chairman, and we appreciate this opportunity to talk about the work of the Secretary's office. I'd like to ask that my full statement, which, of course, includes our complete department reports, be submitted for the record.

Today I would just like to give you a brief overview of the Secretary's operation and most importantly that budget request for fiscal year 2007 that you mentioned. As you said, we've requested about $24 million; $22 million of that is in salary cost and $1.9 million for operating expenses. That slight increase as you've referenced is in cost of living allowance (COLA) and merit increases so that we can continue to attract and retain the talent that the Senate requires and deserves for the critical day to day operations that we provide.

And I'd like to take a couple of minutes today and just highlight some of the work of the past year, since we were all last together at this hearing. There are three key words that come to mind in reflecting on the Secretary's operation. And those are continuity, creativity and collaboration. That's how our office functions and I want to mention in particular in terms of continuity, because in so many respects we are the institutional memory of the Senate. We take very seriously the responsibility of passing that knowledge along from generation to generation, incoming class to incoming class, office to office. Our legislative department, the great folks that you see on the floor of the Senate each and every day, continue to cross train among their various specialties, and about half of that staff is cross trained.

We're also blessed in that a large number of people come to serve the Senate for an extended period of time, but it makes it all the more important when you begin to lose that institutional memory in retirements that we try to anticipate those changes and work toward an appropriate line of succession. And at all times, we strive to attract and retain the best talent possible. Individuals for whom coming to the Senate to serve this body as their career is a high priority.

And, of course, on a much broader scale, it's our responsibility to prepare daily so that you and your colleagues can carry out your constitutional responsibilities under any circumstance. So for us that continuity has both a daily impact and a much broader view as well.

I mention creativity as well and I hope that we bring a certain level of creativity in each of our 26 departments. And I'd like to just highlight five things today that we're doing.

A perfect example of that creativity is the Senate's website. And our new home page in particular which we're very proud to have the chance to show off and talk about a little bit. All of our lives have been changed dramatically by the worldwide web, and the Senate is no exception. Senate.gov now celebrates a decade of service to the Senate community and the general public and received an astonishing 50 million visits last year. That's five times as many

as just 5 years ago, so remarkable growth in terms of the public's access to senate.gov. And with that, thanks to the support of this subcommittee we unveiled a handsome new home page in January. There's more content on the front page, the site also provides site wide searches from every page, and, of course, most importantly those direct links to the Members' home pages.

I'm really delighted that U.S. News took note of the new home-page, and described it as a rich new website and one that's much easier to research. I also mentioned to you when we were here last year, that our historical office had underway a project of a pictorial directory, with the images of all Senators who have served since 1789, by State and by class. That book "Faces of the Senate" was completed in November and it really is a treasure. It was a monumental effort on the part of our Senate photo historian. And it was interesting in that as she reached out to historical societies, museums and other organizations in trying to locate as many images as possible, the project attracted the attention of a National Guardsman from Vermont who was stationed in Iraq. He was working on a historical project for his unit, and he e-mailed our photo historian saying I don't have a lot of time to assist, but with my own project I'm finding resources out there I never knew existed. And amazingly enough, he helped us locate six images of former Members for whom we had no previous record.

The gift shop I want to mention, a tremendous presence here in the Senate. And we've enhanced the gift shop operation by adding an online presence to our intranet Webster so that our Senate community can more easily see the vast array of products that we have available.

I'm also proud that in this bicentennial year of Constantino Brumidi's birth, the artist of the Capitol, we've added a product line with Brumidi featured merchandise so that our merchandise reflects the rich history of the Capitol and hopefully for people it has some educational value as well.

You may also recall, that 2 years ago we completed the publication of the Senate's fine arts catalogue. A beautiful volume, the companion volume, a catalogue of our graphics art collection will be available later this year. And just like the fine arts publication, it will be a magnificent presentation of the 900 historic engravings and lithographs in the Senate collection.

I had the opportunity to speak last week with a member of our curatorial advisory board, and she said that she believed that this publication will be very well received in the arts community, the academic community, as a first ever glance if you will at this tremendous collection of the Senate's and it's an excellent research tool. So we'll have that to you later this year. I'm excited about it.

In the Senate reception room, thanks to the leadership of Senator Dodd, we will add an important representation from the 18th century. And that's the addition of a mural that will commemorate the two authors of the Great or Connecticut Compromise. That mural will depict the authors of that compromise, Roger Sherman, and Oliver Ellsworth and will be unveiled later this year.

And finally in terms of collaboration, so much of what we do each and every day is dependent on a team approach, among our departments working with the Architect of the Capitol, working with

members of the Senate community and especially with our Sergeant at Arms. And once again I'd love to give three quick examples. I want to publicly thank and commend the Sergeant at Arms, and this subcommittee without whose support the project would not have been possible for the completion of the new Senate support facility. From our gift shop, stationery, the curator, library, our disbursing operation, having that state-of-the-art storage space will make a difference each and every day in terms of the level of support we provide our Senate community. The facility is a welcome addition and should serve our needs for years to come.

One of the most important services that you and your colleagues offer the folks at home is providing flags that are flown over the Capitol, and we have an exciting pilot project underway with 26 offices and I believe your office is one, to streamline that process of the purchase of pre-flown flags. It's become cumbersome at times, and again thanks to this pilot, we should have real success and report back to you on that along the way.

And finally our legislative information system, another project generously funded by this subcommittee, we've made tremendous progress again this year. Again a team effort between our LIS Office and most especially the Senate Legislative Counsel. Already this year, over 95 percent of the bills introduced in this session of the 109th Congress have been written and formatted through the XML authoring application known as LEXA. So we're very proud of that milestone.

I often marvel that the first Secretary of the Senate carried out his responsibilities alone, in the first years of the Senate's existence. By the time he died in office in 1814, he had convinced his appropriators to allow him to hire two clerks. As much as things have changed and as our responsibilities have grown through the years, the three fundamental responsibilities of our office, to provide the legislative, financial, and administrative support to this institution remain at the heart of what we do, each and every day. It's our duty and our honor to carry out these functions for the Senate.

PREPARED STATEMENT

On behalf of our entire team, we thank this subcommittee Mr. Chairman, for your support and I look forward to questions. Thank you.

[The statement follows:]

PREPARED STATEMENT OF EMILY J. REYNOLDS

Mr. Chairman, Senator Durbin, and Members of the Subcommittee, thank you for your invitation to present testimony in support of the budget request of the Office of the Secretary of the Senate for fiscal year 2007.

Detailed information about the work of the 26 departments of the Office of the Secretary is provided in the annual reports which follow. I am pleased to provide this statement to highlight the achievements of the Office and the outstanding work of our dedicated employees.

My statement includes: Presenting the fiscal year 2007 budget request; implementing mandated systems: financial management information system (FMIS) and legislative information system (LIS); Capitol Visitor Center; continuity of operations planning; and maintaining and improving current and historic legislative, financial and administrative services.

PRESENTING THE FISCAL YEAR 2007 BUDGET REQUEST

I am requesting a total fiscal year 2007 budget of $24,066,000. The fiscal year 2007 budget request is comprised of $22,166,000 in salary costs and $1,900,000 for the operating budget of the Office of the Secretary. The salary budget represents an increase over the fiscal year 2006 budget as a result of (1) the costs associated with the annual Cost of Living Adjustment in the amount of $654,000 and (2) an additional $646,000 for merit increases and other staffing. The operating budget represents a decrease of $80,000 from fiscal year 2006. The funding for the study on employment compensation, hiring and benefits practices, included in last year's funding, is a non-reoccurring expense.

The net effect of my total budget request for fiscal year 2007 is an increase of $1,220,000.

Our request in the operating budget is a sound one, enabling us to meet our operating needs and provide the necessary services to the United State Senate through our legislative, financial and administrative offices.

In reference to the salary budget, first and foremost, this request will enable us to continue to attract and retain talented and dedicated individuals to serve the needs of the United States Senate.

OFFICE OF THE SECRETARY APPORTIONMENT SCHEDULE

Item	Amount available fiscal year 2006, Public Law 109–55	Budget estimate fiscal year 2007	Difference
Departmental operating budget:			
Executive office	$630,000	$550,000	− 80,000
Administrative services	1,290,000	1,290,000	....
Legislative services	60,000	60,000	....
Total operating budget	1,980,000	1,900,000	− 80,000

IMPLEMENTING MANDATED SYSTEMS

Two systems critical to our operation are mandated by law, and I would like to spend a few moments on each to highlight recent progress, and to thank the committee for your ongoing support of both.

Financial Management Information System (FMIS)

The Financial Management Information System, or FMIS, is used by approximately 140 offices. Consistent with the five year strategic plan, the Disbursing Office continues to modernize processes and applications to meet the continued demand by Senate offices for efficiency, accountability and ease of use. The goal is to move to a paperless voucher system, improve the Web FMIS system, and make payroll and accounting system improvements.

Over the last two years work has been underway to update and simplify the underlying technology of Web FMIS, basically replacing all Visual Basic Client/Server and Cold Fusion Web technology with WebSphere web pages thereby creating a "thin client" application that can be accessed via an intranet browser. In August 2004 Web FMIS r9.0 for pilot offices, which was a complete rewriting of the Web FMIS functionality using all intranet based pages, was implemented. By the end of April, all Web FMIS users were using the intranet version of Web FMIS.

During fiscal year 2005 and the first half of fiscal year 2006, improvements to Web FMIS were as follows:

—In the November 2004 release, additional functionality identified by the pilot offices was addressed. This new release was provided to new offices of the 109th Congress. In the February 2005 release, a security certificate was added to the Web FMIS web site (i.e., adding the "S" to https://webfmis.senate.gov) and changed the extracts for the nightly Web FMIS reporting cycle to use table-driven parameters rather than hard-coded ones. In April 2005, report and document printing was provided via Adobe, standard Senate software, rather than Web FMIS-specific files. This completed moving Web FMIS to the "zero-client" platform, an important milestone in providing critical systems in a disaster situation. With this change, the Rules Committee Audit staff moved from client-server based screens to intranet-based pages for their functions, Disbursing staff began to use "standard notepad text" in documenting corrections made to vouchers. In July 2005, the focus was on additional functionality for Disbursing, in-

cluding new pages for the Inbox and Document Review functions, enhancements to the Advice of Change process and streamlining the document approval process. Technology was updated and provided more functionality on the Inbox pages and the travel reimbursement mileage rate maintenance page. Additional functionality was added to the Documents/Create page and the Budget page, and bugs were fixed.

—In May 2005, the SAVI system was upgraded, which enables Senate staff to check the status of reimbursements, whether via check or direct deposit, to enable its use by Macintosh computer users.

—The Disbursing Office makes payments via direct deposit and via check using the Checkwriter software. In 2006, Checkwriter release 6, which rewrites the security component, will be tested with implementation tentatively scheduled for summer 2006.

—On Saturday, December 3, 2005, the Sergeant at Arms technical staff conducted a disaster recovery test of the Senate's computing facilities, including the financial management information system (FMIS) functions. The test involved switching the Senate's network from accessing systems at the Primary Computing Facility (PCF) to the backup facility, and powering down the PCF.

The SAA's primary purpose was to test the technical process of switching to our backup facility, and only a limited amount of time was available for functional testing. The SAA staff wanted to complete the exercise within a 12-hour window, including the time needed to switch us to the backup facility and back to the PCF. A two-hour functional testing window was expected. In the scenario, FMIS systems and data would be "failed-over" to the backup facility, and made available for testing during the functional testing window. The systems would then be "failed back" to the PCF, but the data would not be "failed back". Consequently, any changes made while testing at the backup facility would not be made to production data.

Within the limited scope of what we were able to test, most of the critical components of FMIS were successfully tested. A request has been made to the SAA that disaster recovery tests be conducted twice a year and that additional system components be tested at each successive event.

—The computing infrastructure for FMIS is provided by the Sergeant at Arms. Each year upgrades are made to the infrastructure software. The major upgrade this year was the implementation of a new version of the mainframe operating system software, "Z/OS." This upgrade required FMIS testing, both before implementation to identify and resolve any incompatibilities, and after implementation to verify that all functions are working properly.

During 2005 work continued with Bearing Point to define the requirements for additional functionality required for the two Web FMIS releases planned for 2006:

—*Web FMIS r11 B*.—Planned for Summer 2006, this release will add the ability to "import" invoice data from an outside vendor in order to create a voucher with minimal re-typing. (This process is similar to the "import" process by which data from an online ESR, created via SAVI, is used to create a travel voucher).

—*Web FMIS r12 B*.—Planned for late Fall 2006, this release will be a pilot of paperless voucher processing, which requires adding electronic signature and documentation imaging functionality.

In addition, during fiscal year 2006 the following FMIS activities are anticipated:

—Developing requirements for integrating the Funds Advance Tracking System (FATS) into FMIS. FATS, a stand-alone PC-based system, tracks election cycle information used in the voucher review process, and tracks travel advances and petty cash advances against dollar maximum and total allocation rules.

—Implementing DB2 vs. 8 in compatibility mode.

—Researching the implementation of online distribution of system reports.

—Completing fiscal year 2004 Financial Statements in Hyperion and start working on fiscal year 2005.

—Performing some minor enhancements to the FAMIS vendor file.

A more detailed report on FMIS is included in the department report of the Disbursing Office which follows.

Legislative Information System (LIS)

The LISAP project team continues to enhance the Senate's legislative editing XML application (LEXA). The Office of the Senate Legislative Counsel (SLC) used LEXA throughout 2005 and 80 percent of introduced and reported measures for the first session of the 109th Congress were created as XML documents. As modifications and features were developed for LEXA, the SLC's use continues to increase. Thus far in the second session of the 109th Congress, approximately 96 percent of

the introduced and reported bills have been created as XML documents. Additional document types, such as conference reports and engrossed and enrolled bills, were added to LEXA.

The LISAP project team continues to work with the Senate offices, the Clerk of the House, the Government Printing Office and the Library of Congress to develop standards and tools to create, print and exchange legislative documents in XML. The Government Printing Office (GPO) uses LEXA to update and print Senate XML documents as requested. GPO also provides support for LEXA, as directed in the 2004 Legislative Branch Appropriations Act, by maintaining the printing software in LEXA that converts an XML document to locators for printing through Microcomp. GPO is also in the process of reworking the software that creates and prints tables. These tools will be incorporated into both the Senate and House XML authoring applications.

A joint project to convert the compilations of current law to an XML format was completed last year. Joint projects for this year include completion of the new table tool and development of standards for drafting appropriations amendments in XML. The Document Management System (DMS) for the SLC will be implemented once the SLC has completed the transition from XyWrite to LEXA. The SLC's DMS will be integrated with LEXA and will provide a powerful tracking, management and delivery tool.

CAPITOL VISITOR CENTER

While the Architect of the Capitol directly oversees this massive and impressive project, I would like to briefly mention the ongoing involvement of the Secretary's office in this endeavor. My colleague, the Clerk of the House, and I continue to facilitate weekly meetings with senior staff of the joint leadership of Congress to address and hopefully quickly resolve issues that might impact the status of the project or the operation of Congress in general.

In addition, I also facilitate weekly meetings with the Architect's office for the senior staff of the Senate Sergeant at Arms, Capitol Police, Rules Committee and Appropriations Committee in order to address the expansion space plans for the Senate and any issues with regard to the Capitol Visitor Center's (CVC's) construction that may directly impact Senate operations.

Although the construction creates numerous temporary inconveniences to Senators, staff and visitors, completion of the CVC will bring substantial improvements in enhanced security and visitor amenities, and its educational benefits for our visitors will be tremendous.

CONTINUITY OF OPERATIONS AND EMERGENCY PREPAREDNESS PLANNING

The Office of the Secretary maintains a Continuity of Operations (COOP) program to ensure that the Senate can fulfill its constitutional obligations under any circumstances. Plans are in place to support Senate floor operations both on and off Capitol Hill, and to permit each department within the Office of the Secretary to perform its essential functions during and after an emergency.

COOP planning in the Office of the Secretary began in late 2000. Since that time, COOP plans were successfully implemented during the anthrax and ricin incidents, and more than twenty drills and exercises to test and refine our plans have been conducted. In conjunction with the Sergeant at Arms, Capitol Police, the Office of the Attending Physician and the Architect of the Capitol, Emergency Operations Centers, Briefing Centers and Alternate Senate Chambers, have been exercised both on and off campus.

In addition, equipment, supplies and other items critical to the conduct of essential functions have been identified and assembled as "fly-away kits" for the Senate Chamber and for each department of the Office of the Secretary. Multiple copies of each fly-away kit have been produced; some are stored in our offices, and back-up kits are stored nearby but off the main campus, as well as at other sites outside the District of Columbia. This approach will enable the Office of the Secretary to resume essential operations within 12 to 24 hours, even if there is no opportunity to retrieve anything from our offices.

Today, the Office of the Secretary is prepared to do the following in the event of emergency:
  —support Senate Floor operations in an Alternate Senate Chamber within 12 hours on campus, and within 24 to 72 hours off campus, depending upon location;
  —support an emergency legislative session at a Briefing Center, if required;
  —support Briefing Center Operations at any of three designated locations within 1 hour;

—activate an Emergency Operations Center at Postal Square or another near-campus site within 1 hour; and

—activate an Emergency Operations Center at another site within the National Capital region within 3 hours.

Activities in the Past Year

During the past year, the Office of the Secretary continued to update, refine and exercise emergency preparedness plans and operations. Specific activities included the following:

—Updated plans for use of an Alternate Senate Chamber, Briefing Center and Emergency Operations Center;

—Working with the Capitol Police and the Office of the Sergeant at Arms, refined response plans for air threat incidents;

—Updated fly-away kits for use at an Alternate Chamber; and

—Conducted and participated in ten emergency preparedness drills and exercises.

The central mission of the Office of the Secretary is to provide the legislative, financial and administrative support required for the conduct of Senate business. Our emergency preparedness programs are designed to ensure that the Senate can carry out its Constitutional functions under any circumstances. These programs are critical to our mission, and they are a permanent, integral part of the Secretary's ongoing operation.

MAINTAINING AND IMPROVING CURRENT AND HISTORIC LEGISLATIVE, FINANCIAL AND ADMINISTRATIVE SERVICES

LEGISLATIVE OFFICES

The Legislative Department of the Office of the Secretary of the Senate provides the support essential to Senators to carry out their daily chamber activities as well as the constitutional responsibilities of the Senate. The department consists of eight offices—the Bill Clerk, Captioning Services, Daily Digest, Enrolling Clerk, Executive Clerk, Journal Clerk, Legislative Clerk, and the Official Reporters of Debates, which are supervised by the Secretary through the Legislative Clerk. The Parliamentarian's office is also part of the Legislative Department of the Secretary of the Senate.

Each of the nine offices within the Legislative Department is supervised by experienced veterans of the Secretary's office. The average length of service of legislative supervisors in the Office of the Secretary of the Senate is 20 years. The experience of this senior professional staff is a great asset for the Senate. In order to ensure well-rounded expertise, the legislative team cross-trains extensively among their specialties.

1. BILL CLERK

The Office of the Bill Clerk collects and records data on the legislative activity of the Senate, which becomes the historical record of official Senate business. The Bill Clerk's Office keeps this information in its handwritten files and ledgers and also enters it into the Senate's automated retrieval system so that it is available to all House and Senate offices via the Legislative Information System (LIS). The Bill Clerk records actions of the Senate with regard to bills, resolutions, reports, amendments, co-sponsors, public law numbers, and recorded votes. The Bill Clerk is responsible for preparing for print all measures introduced, received, submitted, and reported in the Senate. The Bill Clerk also assigns numbers to all Senate bills and resolutions. All the information received in this office comes directly from the Senate floor in written form. The Bill Clerk's office is generally regarded as the most timely and most accurate source of legislative information.

Legislative Activity

The Bill Clerk's office processed into the database more than 2,000 additional legislative items and 150 additional roll call votes than the previous session. For comparative purposes, below is a summary of the 108th Congress, broken down into 1st and 2nd sessions, as compared to the first session of the 109th Congress:

	108th Congress, 1st Session	109th Congress, 1st Session	108th Congress, 2nd Session	109th Congress, 1st Session
Senate Bills	2,003	2,169	1,032	2,169
Senate Joint Resolutions	26	27	16	27
Senate Concurrent Resolutions	86	75	66	75
Senate Resolutions	283	347	204	347
Amendments Submitted	2,231	2,695	1,857	2,695

	108th Congress, 1st Session	109th Congress, 1st Session	108th Congress, 2nd Session	109th Congress, 1st Session
House Bills	282	286	322	286
House Joint Resolutions	20	11	12	11
House Concurrent Resolutions	78	88	87	88
Measures Reported	352	286	317	286
Written Reports	220	212	208	212
Total Legislation	5,571	6,196	4,121	6,196
Roll Call Votes	459	366	216	366

Assistance from the Government Printing Office (GPO)

The Bill Clerk's office maintains a good working relationship with the Government Printing Office with the common goal of providing the best service possible to meet the needs of the Senate. Toward this end, GPO continues to respond in a timely manner to the Secretary's request through the Bill Clerk's office for the printing of bills and reports, including the expedited printing of priority matters for the Senate chamber. For example, the Secretary requested, through the Bill Clerk, that GPO expedite the printing of roughly 60 measures for consideration by the Senate.

Projects

Amendment Tracking System (ATS).—In the fall of 2001, the Rules Committee staff approached the Secretary's office with the task of scanning submitted amendments onto the Amendment Tracking System on LIS. The Rules Committee identified a need for Senate staff to have all amendments submitted in the Senate made available to them online shortly after being submitted, especially during cloture. Rules Committee also requested that the Secretary assess the feasibility of lifting the page limitation for scanning amendments onto the ATS Indexer.

In September 2005, the Secretary of the Senate, through the Bill Clerk's office, began scanning submitted amendments to the ATS Indexer. The Technology Development division of the Sergeant at Arms office has been quick and responsive, making the ATS Indexer a dynamic, usable tool available to the Senate community. The Bill Clerks were able to implement this new requirement seamlessly. With the added function of the ATS Indexer, the Secretary has made available to the Senate community all amendments, submitted and proposed, and in doing so, lifted the page limit from 25 to 50. Initial response from users is both positive and constructive.

Electronic Ledger System.—Shortly after the September 2001 attacks and the subsequent anthrax attacks in the Capitol complex, the Bill Clerk identified the need to have available an electronic version of the official Senate ledgers in order to ensure the integrity of the information recorded in the books. It is anticipated that the electronic version will be available for use during possible emergency scenarios, either via remote access or portable device. The Technology Development division of the Sergeant-at-Arms is working to develop two separate functions of this ledger system. One is an electronic data entry system, which will mimic the layout of the current Senate ledgers printed by the Government Printing Office. The other, a search function, has already been developed and is currently in use in select clerical offices of the legislative staff and is routinely enhanced and modified by the excellent ELS project team at Postal Square. Both of these programs will be housed on a separate server to maintain the integrity of the ledger data. This search system offers an invaluable tool capable of utilizing more complex search requirements.

2. OFFICE OF CAPTIONING SERVICES

The Office of Captioning Services provides realtime captioning of Senate floor proceedings for the deaf and hard-of-hearing and unofficial electronic transcripts of Senate floor proceedings to Senate offices via the Senate intranet.

General Overview

Accuracy continues to be the top priority of this Office. Overall caption quality is monitored through daily Translation Data Reports, monitoring of captions in realtime, and review of caption files on the Senate intranet. Dedication to this process has produced an overall captioning accuracy average above 99 percent this past year.

A major event of 2005 for the Office of Captioning Services was realtime captioning the 55th Annual Presidential Inauguration. The Office's captions of the historic event appeared on six jumbotrons located on the West Front of the Capitol and the National Mall.

Continuity of operations planning and preparation during 2005 continued to be a priority to ensure staff is prepared and confident about the Office's ability to relocate and successfully caption from a remote location in the event of an emergency. Participation in a Continuity of Operations template review project with the Sergeant at Arms Continuity of Operations Program Manager provided an excellent opportunity for an in-depth review of the Office of Captioning Service's Plan.

Technology Update

The Office received a major upgrade of software and hardware in 2004 and thus continues to work with vendors to provide enhancements and correct deficiencies in the new realtime captioning software.

2006 Objectives

The Office of Captioning Services constantly strives to maintain and improve the high level of caption accuracy that has been established. The Office is committed to this goal and will strive to find new and innovative ways to accomplish this objective.

Another priority of the Office of Captioning Services will be to prepare and plan for the procurement and installation of equipment and relocation of the Office of Captioning Services to the Senate expansion space in the Capitol Visitor Center.

3. SENATE DAILY DIGEST

The Senate Daily Digest serves seven principal functions:
—To render a brief, concise and easy-to-read accounting of all official actions taken by the Senate in the Congressional Record section known as the Daily Digest.
—To compile an accounting of all meetings of Senate committees, subcommittees, joint committees and committees of conference.
—To enter all Senate and Joint committee scheduling data into the Senate's web-based scheduling application system. Committee scheduling information is also prepared for publication in the Daily Digest in three formats: Day-Ahead Schedule; Congressional Program for the Week Ahead; and the extended schedule which actually appears in the Extensions of Remarks section of the Congressional Record.
—To enter into the Senate's Legislative Information System all official actions taken by Senate committees on legislation, nominations, and treaties.
—To publish in the Daily Digest a listing of all legislation which have become public law.
—To publish on the first legislative day of each month in the Daily Digest a "Resume of Congressional Activity" which includes all Congressional statistical information, including days and time in session; measures introduced, reported and passed; and roll call votes. (See Resume of Congressional Activity which follows).
—To assist the House Daily Digest Editor in the preparation at the end of each session of Congress a history of public bills enacted into law and a final resume of congressional statistical activity.

Committee Activity

Senate committees held a total of 874 meetings during the first session of the 109th Congress, as contrasted with 838 meetings during the first session of the 108th Congress.

All hearings and business meetings (including joint meetings and conferences) are scheduled through the Office of the Senate Daily Digest and are published in the Congressional Record and entered in the Legislative Information System. Meeting outcomes are also published by the Daily Digest in the Congressional Record each day.

Chamber Activity

The Senate was in session a total of 159 days, for a total of 1,222 hours and 26 minutes. There were 3 live quorum calls and 366 record votes. (See Chart depicting a 20-Year Comparison of Senate Legislative Activity which follows).

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY

	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995
Senate Convened	1/21	1/6	1/25	1/3	1/23	1/3	1/3	1/5	1/25	1/4
Senate Adjourned	10/18	12/22	10/21	11/21	10/28	1/3/92	10/9	11/26	12/01	1/3/96
Days in Session	143	170	137	136	138	158	129	153	138	211
Hours in Session	1,278'15"	1,214'52"	1,126'48"	1,003'19"	1,250'14"	1,200'44"	1,091'09"	1,269'41"	1,243'33"	1,839'10"
Average Hours per Day	8.9	7.1	8.2	7.4	9.1	7.6	8.5	8.3	9.0	8.7
Total Measures Passed	747	616	814	605	716	626	651	473	465	346
Roll Call Votes	359	420	379	312	326	280	270	395	329	613
Quorum Calls	16	36	26	11	11	3	5	2	6	3
Public Laws	424	240	473	240	244	243	347	210	255	88
Treaties Ratified	12	3	15	9	15	15	32	20	8	10
Nominations Confirmed	39,893	46,404	42,317	45,585	42,493	45,369	30,619	38,676	37,446	40,535
Average Voting Attendance	95.72	94.03	91.58	98.0	97.47	97.16	95.4	97.6	97.02	98.07
Sessions Convened Before 12 Noon	117	131	120	95	116	126	112	128	120	184
Sessions Convened at 12 Noon	25	12	12	14	4	9		6	9	2
Sessions Convened after 12 Noon	1	25	5	27	17	23	10	15	17	12
Sessions Continued after 6 p.m	92	97	37	88	100	102	91	100	100	158
Sessions Continued after 12 Midnight	15	6	7	9	13	6	4	9	7	3
Saturday Sessions	2	3		1	3	3	3	3	3	5
Sunday Sessions		1			2	2	2	2		3

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY—Continued

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Senate Convened	1/3	1/3	1/27	1/6	1/24	1/3	1/23	1/7	1/20	1/4
Senate Adjourned	10/4	11/13	10/21	11/19	12/15	12/20	11/20	12/9	12/8	12/22
Days in Session	132	153	143	162	141	173	149	167	133	159
Hours in Session	1,036'45"	1,093'07"	1,095'05"	1,183'57"	1,017'51"	1,236'15"	1,042'23"	1,454'05"	1,031'31"	1,222'26"
Average Hours per Day	7.8	7.1	7.7	7.3	7.2	7.1	7.0	8.7	7.7	7.7
Total Measures Passed	476	386	506	549	696	425	523	590	663	624
Roll Call Votes	306	298	314	374	298	380	253	459	216	366
Quorum Calls	2	6	4	7	6	3	2	3	1	3
Public Laws	245	153	241	170	410	136	241	198	300	170
Treaties Ratified	28	15	53	13	39	3	17	11	15	6
Nominations Confirmed	33,176	25,576	20,302	22,468	22,512	25,091	23,633	21,580	24,420	25,942
Average Voting Attendance	98.22	98.68	97.47	98.02	96.99	98.29	96.36	96.07	95.54	97.41

12

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY—Continued—Continued

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Sessions Convened Before 12 Noon	113	115	109	118	107	140	119	133	104	121
Sessions Convened at 12 Noon	15	12	31	17	25	10	12	4	9	1
Sessions Convened after 12 Noon	7	7	2	19	24	21	23	23	21	36
Sessions Continued after 6 p.m	88	96	93	113	94	108	103	134	129	120
Sessions Continued after 12 Midnight	1	1	....	3	....	2	3	8	2	3
Saturday Sessions	1	1	....	....	1	3	....	1	2	2
Sunday Sessions	....	1	....	....	1	....	....	1	1	2

Prepared by the Senate Daily Digest—Office of the Secretary.

Computer Activities

The Daily Digest continues to send the complete publication at the end of each day to the Government Printing Office electronically. The Editor, Assistant Editor, and Committee Scheduling Coordinator function solely within the framework of adaptability to prepare Digest copy on computers, storing and sharing information, permitting prompt editing, and the final transfer to floppy disc. The Digest continues the practice of sending a disc along with a duplicate hard copy to GPO, even though GPO receives the Digest copy by electronic transfer long before hand delivery is completed adding to the timeliness of publishing the Congressional Record. The Digest office continues to feel comfortable with this procedure, both to allow the Digest Editor to physically view what is being transmitted to GPO, and to allow GPO staff to have a comparable final product to cross reference.

The Digest office continues to work closely with Senate computer staff to refine the LIS/DMS system, including further refinements to the Senate committee scheduling application which will improve the data entry process. The committee scheduling application was developed in 1999 as a server-based web-enabled application that is browser accessible to all Senate offices. It was designed to replace the committee scheduling functions and reports that were supported by the mainframe-based Senate Legis System.

Government Printing Office (GPO)

The Daily Digest continues to discuss with the Government Printing Office problems encountered with the printing of the Digest, and are pleased to report that with the onset of electronic transfer of the Digest copy, occurrences of editing corrections, especially the insertion of page reference numbers, or transcript errors are infrequent. Discussions with GPO continue regarding the inclusion of on-line corrections.

Office Summation

The Daily Digest continues to consult on a daily basis with the Senate Parliamentarians, Legislative, Executive, Journal, and Bill Clerks, the Official Reporters of Debates, as well as the staffs of the Policy Committees and other committee staffs, and is grateful for the continued support from these offices.

4. ENROLLING CLERK

The Enrolling Clerk prepares, proofreads, corrects, and prints all Senate passed legislation prior to its transmittal to the House of Representatives, the National Archives, the Secretary of State, the United States Claims Court, and the White House.

During 2005, 50 enrolled bills (transmitted to the President) and 11 concurrent resolutions (transmitted to Archives) were prepared, printed, proofread, corrected, and printed on parchment.

A total of 624 additional pieces of legislation in one form or another, were passed or agreed to by the Senate, requiring processing from this office.

5. EXECUTIVE CLERK

The Executive Clerk prepares an accurate record of actions taken by the Senate during executive sessions (proceedings on nominations and treaties) which is published as the Journal of the Executive Proceedings of the Senate at the end of each session of Congress. The Executive Clerk also prepares daily the Executive Calendar as well as all nomination and treaty resolutions for transmittal to the President. Additionally, the Executive Clerk's office processes all executive communications, presidential messages and petitions and memorials.

Nominations

During the first session of the 109th Congress, there were 1,201 nomination messages sent to the Senate by the President, transmitting 27,686 nominations to positions requiring Senate confirmation and 18 messages withdrawing nominations sent to the Senate during the first session of the 109th Congress. Of the total nominations transmitted, 511 were for civilian positions other than lists in the Foreign Service, Coast Guard, NOAA, and Public Health Service. In addition, there were 2,740 nominees in the "civilian list" categories named above. Military nominations received this session totaled 24,435 (9,860—Air Force; 8,586—Army; 4,607—Navy and 1,382—Marine Corps). The Senate confirmed 25,942 nominations this session. Pursuant to the provisions of paragraph six of Senate Rule XXXI, 67 nominations were returned to the President during the first session of the 109th Congress.

Treaties

There were 8 treaties transmitted to the Senate by the President during the first session of the 109th Congress for its advice and consent to ratification, which were ordered printed as treaty documents for the use of the Senate (Treaty Doc. 109–1 through 109–8). The Senate gave its advice and consent to 6 treaties with various conditions, declarations, understandings and provisos to the resolutions of advice and consent to ratification.

Executive Reports and Roll Call Votes

There were 8 executive reports relating to treaties and a nomination ordered printed for the use of the Senate during the first session of the 109th Congress (Executive Report 109–1 through 109–8). The Senate conducted 27 roll call votes in executive session, all on or in relation to nominations and treaties.

During the year, the Sergeant at Arms' Systems Development Services Branch worked with the Executive Clerk to make the Executive Calendar more "user friendly" and also to further ongoing improvements to the Legislative Information System pertaining to the processing of nominations, treaties, executive communications, presidential messages and petitions and memorials. Additionally, the SAA worked closely with the Executive Clerk in the development of the new program for writing and publishing the Journal of Executive Proceedings of the Senate each session. The new program, now in use for the second session of the 109th Congress, will greatly improve the pace at which the Journal can be developed and published each year.

Executive Communications

For the first session of the 109th Congress, 5,119 executive communications, 253 petitions and memorials and 34 Presidential messages were received and processed.

6. JOURNAL CLERK

The Journal Clerk takes notes of the daily legislative proceedings of the Senate in the "Minute Book" and prepares a history of bills and resolutions for the printed Journal of the Proceedings of the Senate, or Senate Journal, as required by Article I, Section V of the Constitution. The Senate Journal is published each calendar year. In 2005, the Journal Clerk completed the production of the 867 page 2004 Senate Journal.

The Journal staff each take 90 minute turns at the rostrum in the Senate Chamber, noting by hand for inclusion in the Minute Book (i) all orders (entered into by the Senate through unanimous consent agreements), (ii) legislative messages received from the President of the United States, (iii) messages from the House of Representatives, (iv) legislative actions as taken by the Senate (including motions made by Senators, points of order raised, and roll call votes taken), (v) amendments submitted and proposed for consideration, (vi) bills and joint resolutions introduced, and (vii) concurrent and Senate resolutions as submitted. These notes of the proceedings are then compiled in electronic form for eventual publication at the end of each calendar year in the Senate Journal.

The LIS Senate Journal Authoring System, first utilized by the Journal Clerk to successfully compile the 2004 Journal (from start to finish), continues to be updated as needed to further assist in the efficiency of production; the 2005 Journal is expected to be sent to the Government Printing Office for printing at the end of March.

7. LEGISLATIVE CLERK

The Legislative Clerk sits at the Secretary's desk in the Senate Chamber and reads aloud bills, amendments, the Senate Journal, Presidential messages, and other such materials when so directed by the Presiding Officer of the Senate. The Legislative Clerk calls the roll of members to establish the presence of a quorum and to record and tally all yea and nay votes. The office prepares the Senate Calendar of Business, published each day that the Senate is in session, and prepares additional publications relating to Senate class membership and committee and subcommittee assignments. The Legislative Clerk maintains the official copy of all measures pending before the Senate and must incorporate into those measures any amendments that are agreed to. This office retains custody of official messages received from the House of Representatives and conference reports awaiting action by the Senate.

The office is responsible for verifying the accuracy of information entered into the Legislative Information System (LIS) by the various offices of the Secretary. In an effort to monitor and improve the LIS, the Legislative Clerk acts as the liaison between legislative clerks and technical operations staff of the Sergeant at Arms. The

Legislative Clerk reviews, prioritizes, and forwards change requests from the clerks to the technical operations staff. Over the past year, 30 change requests submitted by the clerks to improve the system have been implemented. Feedback from the Senate community regarding LIS continues to be excellent.

Additionally, the Legislative Clerk is the Director of Legislative Services, providing a single line of communication to the Assistant Secretary and Secretary with responsibility for overall coordination, supervision, scheduling, and cross-training.

Summary of Activity

The first session of the 109th Congress completed its legislative business and adjourned sine die on December 22, 2005. During 2005, the Senate was in session 159 days and conducted 366 roll call votes. There were 286 measures reported from committees and 624 total measures passed. In addition, there were 2,695 amendments processed.

Cross-Training

Recognizing the importance of planning for the continuity of Senate business, under both normal and possibly extenuating circumstances, cross-training is strongly emphasized among the Secretary's legislative staff. To ensure additional staff is trained to perform the basic floor responsibilities of the Legislative Clerk, as well as the various other floor-related responsibilities of the Secretary, approximately 50 percent of the legislative staff is cross-trained.

Amendment Tracking System Expansion

The Senate's web-based application that allows users to access images of Senate amendments proposed to legislation is called the Amendment Tracking System (ATS). Developed in 1997 to provide the Senate with online access to amendments, ATS provides legislative staff with scanned images of the amendments, and descriptive information about them, including their purpose, sponsor, cosponsors, submitted date, proposed date, and status.

During this past year, the Secretary, through the Legislative Clerk, Bill Clerk and Information Systems, spent many hours working with the technical development staff of the Sergeant at Arms to give the ATS a major overhaul. Some of the less visible changes, implemented in March, included upgrades to the hardware and underlying software programs.

In September, the scope of information available on ATS expanded to include submitted amendments, those that have been submitted but have not been proposed on the Senate floor. ATS also expanded the size of amendment images from 25 to 50 pages, so users are now able to see up to 50 pages of a submitted or proposed amendment. The Senate community welcomed the ATS enhancement enthusiastically and feedback has been very positive.

8. OFFICIAL REPORTERS OF DEBATES

The official Reporters of Debates prepare and edit for publication in the Congressional Record a substantially verbatim report of the proceedings of the Senate, and serve as liaison for all Senate personnel on matters relating to the content of the Record. The transcript of proceedings, submitted statements and legislation is transmitted in hard copy and electronically throughout the day to the Government Printing Office (GPO).

The office works diligently to assure that the electronic submissions to GPO are timely and efficient. The Official Reporters encourage offices to make submissions to the Record by electronic means, which results in both a tremendous cost saving to the Senate and minimizes keyboard errors.

To enhance efficiency, the office provides guidelines on format for the Congressional Record. These provide a helpful tool to assure an accurate and timely printing of each day's Congressional Record.

9. PARLIAMENTARIAN

The Parliamentarian's Office continues to perform its essential institutional responsibilities to act as a neutral arbiter among all parties with an interest in the legislative process. These responsibilities include advising the Chair, Senators and their staff, as well as committee staff, House members and their staffs, administration officials, the media and members of the general public, on all matters requiring an interpretation of the Standing Rules of the Senate, the precedents of the Senate, unanimous consent agreements, as well as provisions of public law affecting the proceedings of the Senate.

The Parliamentarians work in close cooperation with the Senate leadership and their floor staffs in coordinating all of the business on the Senate floor. The Parlia-

mentarian or one of his assistants is always present on the Senate floor when the Senate is in session, standing ready to assist the Presiding Officer in his or her official duties, as well as to assist any other Senator on procedural matters. The Parliamentarians work closely with the staff of the Vice President of the United States and the Vice President himself whenever he performs his duties as President of the Senate.

The Parliamentarians monitor all proceedings on the floor of the Senate, advise the Presiding Officer on the competing rights of the Senators on the floor, and advise all Senators as to what is appropriate in debate. The Parliamentarians keep track of the amendments offered to the legislation pending on the Senate floor, and monitor them for points of order. The Parliamentarians reviewed more than 1,000 amendments during 2005 to determine if they met various procedural requirements, such as germaneness. The Parliamentarians also reviewed thousands of pages of conference reports to determine what provisions could appropriately be included therein.

The Office of the Parliamentarian is responsible for the referral to the appropriate committees of all legislation introduced in the Senate, all legislation received from the House, as well as all communications received from the executive branch, state and local governments, and private citizens. In order to perform this responsibility, the Parliamentarians do extensive legal and legislative research. During 2005, the Parliamentarian and his assistants referred 2,610 measures and 5,406 communications to the appropriate Senate committees. The office worked extensively with Senators and their staffs to advise them of the jurisdictional consequences of particular drafts of legislation, and evaluated the jurisdictional effect of proposed modifications in drafting. The office continues to address the jurisdictional questions posed by the creation of the Department of Homeland Security, by the adoption of S. Res. 445, which reorganizes intelligence and homeland security jurisdiction of the Senate's committees, and by the enactment of the Intelligence Reform and Terrorism Prevention Act of 2004. The Parliamentarians have made dozens of decisions about the committee referrals of nominations for new positions created in this department, nominations for positions which existed before this department was created but whose responsibilities have changed, and hundreds of legislative proposals concerning the department's responsibilities.

During 2005, as has been the case in the past, the staff of the Parliamentarian's Office was frequently called on to analyze and advise Senators on a great number of issues arising under the Congressional Budget Act of 1974. An additional layer of procedural and budgetary complexity was added this year, as this office was called upon to advise on unique issues arising from the need to consider two different reconciliation bills and several general appropriations bills in the wake of the emergency brought about by Hurricane Katrina. The Senate considered two separate budget reconciliation bills in 2005, including the first spending reduction reconciliation bill in almost a decade. Such bills present the Parliamentarian's Office with hundreds of judgment calls in the analysis of complex and disparate legislation.

Additionally, in the last five years, rules relating to legislation on appropriations bills, and the scope of conference reports on all bills were reinstated. This has opened up hundreds of Senate amendments to renewed scrutiny by the Parliamentarians, and has meant that the Parliamentarians now have the responsibility of potentially reviewing every provision of every conference report considered by both the House and the Senate.

FINANCIAL OPERATIONS: DISBURSING OFFICE

DISBURSING OFFICE ORGANIZATION

The mission of the Senate Disbursing Office is to provide efficient and effective central financial and human resource data management, information and advice to the distributed, individually managed offices, and to Members and employees of the United States Senate. To accomplish this mission, the Senate Disbursing Office manages the collection of information from the distributed accounting locations in the Senate to formulate and consolidate the agency level budget, disburse the payroll, pay the Senate's bills, prepare auditable financial statements, and provide appropriate counseling and advice. The Senate Disbursing Office collects information from Members and employees that is necessary to maintain and administer the retirement, health insurance, life insurance, and other central human resource programs to provide responsive, personal attention to Members and employees on a non-biased and confidential basis. The Senate Disbursing Office also manages the distribution of central financial and human resource information to the individual Member Offices, Committees, and Administrative and Leadership offices in the Sen-

ate while maintaining the appropriate control of information for the protection of individual Members and Senate employees.

To support the mission of the Senate Disbursing Office, the organization is structured in a manner that is intended to enhance its ability to provide quality work, maintain a high level of customer service, promote good internal controls, efficiency and teamwork, and provide for the appropriate levels of supervision and management. The long-term financial needs of the Senate are best served by an organization staffed with highly trained professionals who possess a high degree of institutional knowledge, sound judgment, and interpersonal skills that reflect the unique nature of the United States Senate.

DEPUTY FOR BENEFITS AND FINANCIAL SERVICES

The principal responsibility of this position is to provide expertise on Federal retirement and benefits, payroll, and front office processes. Coordination of the interaction between the Financial Services, Employee Benefits, and Payroll sections is also a major responsibility of the position, in addition to the planning and project management of new computer systems and programs. The Deputy for Benefits and Financial Services ensures that job processes are efficient and up to date, modifies computer support systems, implements regulatory and legislated changes, and designs and produces forms for use in all three sections.

After year end processing of payroll for the calendar year 2004, a few minor alterations to the new version of the payroll system were made, and enhancements to the COLA process were smoothly completed. W–2s were issued promptly and were immediately available on the Imaging system.

Starting in February, enhancements to the Document Imaging System began and updates to the system, including the ability to e-mail images to other agencies and to rearrange documents within folders, were added. Back up and storage processes for document images continue to be refined. Existing Disaster Recovery efforts continue to be improved to provide easy access to this important data. All microfilm records from the Benefits/Payroll side of the Office were imaged and by the end of the year, there was no longer a need to use microfilm.

During April, the qualified lender certification process, part of the Student Loan Repayment Program, was modified. The main drawback encountered was to authorize a Disbursing representative to talk with the staff member's loan servicer, and the verification of the loan particulars by a follow up call to the lender. The new process requires the staff member to get a standard form completed by their lender and submit it with their paperwork. This removed a tremendous number of phone calls to and from lenders, the Office, and staff members and has greatly expedited the process. It also allowed the process to be handled on a rotating basis by a payroll specialist.

During the year many reports used by the Employee Benefits Section were examined and updated to reflect new reporting requirements and to enhance system support. One new form was produced for the Termination Log, which tracks all employees who left the Senate during the previous payroll period. Now, all required forms for terminating employees are produced by our payroll system.

The Senate warehouse project is nearing completion as the process of transitioning materials is in its final phase. For many years, Disbursing files were stored in two Senate off-site locations, due to space limitations. All Disbursing files in both off-site warehouses were examined, organized, placed on pallets, and numbered in preparation for the move to the new warehouse. The numbers of pallets requiring storage room were confirmed, and over 70 file cabinets holding historical personnel and office records were prepared for the move in early December 2005. An enclosed, secure and environmentally controlled area was provided for personnel files and 6 new revolving vertical storage file cabinets were prepared for the site. The cabinets will hold all current files and provide ample space for growth. Additional space for 100 pallets was also provided in the new warehouse which should fulfill Disbursing's storage needs for many years.

FRONT COUNTER—ADMINISTRATIVE AND FINANCIAL SERVICES

The Front Counter is the main service area of all general Senate business and financial activity. The Front Counter maintains the Senate's internal accountability of funds used in daily operations. Reconciliation of such funds is executed on a daily basis. The Front Counter provides training to newly authorized payroll contacts along with continuing guidance to all contacts in the execution of business operations. It is the receiving point for most incoming expense vouchers, payroll actions, and employee benefits related forms, and is the initial verification point to ensure that paperwork received in the Disbursing Office conforms to all applicable Senate

rules, regulations, and statutes. The Front Counter is the first line of service provided to Senate Members, Officers, and employees. All new Senate employees (permanent and temporary) who will work in the Capitol Hill Senate offices are administered the required oath of office and personnel affidavit and provided verbal and written detailed information regarding their pay and benefits. Authorization is certified to new and state employees for issuance of their Senate I.D. card. Advances are issued to Senate staff authorized for an advance for official Senate travel. Cash and check advances are entered and reconciled in the Funds Advance Tracking System (FATS). Repayment of travel advances is executed after processing of certified expenses is complete. Travelers Checks are available on a non-profit basis to assist the traveler. Numerous inquiries are handled daily, ranging from pay, benefits, taxes, voucher processing, reporting, laws, and Senate regulations, and must always be answered accurately and fully to provide the highest degree of customer service. Cash and checks received from Senate entities as part of their daily business are handled through the Front Counter and become part of the Senate's accountability of federally appropriated funds and are then processed through the Senate's general ledger system.

General Activities

The Front Counter processed approximately 2,200 cash advances, totaling approximately $1.1 million and initialized 710 check/direct deposit advances, totaling approximately $709,000.

Received and processed more than 28,000 checks, totaling over $3,000,000.

Administered Oath and Personnel Affidavits to more than 3,000 new Senate staff and advised them of their benefits.

Maintained brochures for 10 Federal health carriers and distributed approximately 3,500 brochures to new and existing staff during the annual FEHB Open Season.

Provided 25 training sessions to new Administrative Managers.

The Front Office operations continued the daily reconciliation of operations and strengthened internal office controls. Training and guidance to new Administrative Managers and business contacts continued, as well as the incorporation of updates of the scanning and imaging project into daily operations. A major emphasis was placed on assisting employees in maximizing their Thrift Savings Plan contributions and making them aware of the Thrift Savings Plan catch up program when applicable. Front Office operations continued to provide the Senate community with prompt, courteous, and informative advice regarding Disbursing operations.

PAYROLL SECTION

The Payroll Section maintains the Human Resources Management System (HRMS) and is responsible for the processing, verifying, and warehousing all payroll information submitted to the Disbursing Office by Senators for their personal staff, by Chairmen for their committee staff, and by other elected officials for their staff; issuing salary payments to the above employees; rectifying returns of student loan allowance payments, jointly maintaining the Automated Clearing House (ACH) FEDLINE facilities with the Accounts Payable Section for the normal transmittal of payroll deposits to the Federal Reserve; distributing the appropriate payroll expenditure and allowance reports to the individual offices; issuing the proper withholding and agency contributions reports to the Accounting Department; and transmitting the proper Thrift Savings Plan (TSP) information to the National Finance Center (NFC), while maintaining earnings records for distribution to the Social Security Administration, and maintaining employees' taxable earnings records for W–2 statements. The Payroll Section is also responsible for the payroll expenditure data portion of the Report of the Secretary of the Senate.

General Activities

The Payroll Section processed a January 1, 2006 cost of living increase of 3.44 percent. The Payroll Section maintained the normal schedule of processing TSP open season forms. Employees took full advantage of the increase of TSP deductions making the most of the new $15,000 maximum. For those employees over 50 years of age, the TSP catch-up programs provided them with an opportunity to make additional contributions in excess of the standard program.

The aftermath of Hurricane Katrina gave members of the Payroll Section the opportunity to work directly with TSP employees as their COOP facility was located in the Virginia suburbs. Several visits were made to the site to ensure the deductions for employees of the Senate were properly applied, and to receive training on their Web based processing system.

The Student Loan Program, Flexible Spending Accounts, and Long Term Care account processing continues. The office continues to refine and improve processes in working with third party contractors. In addition, the elections of 2004 presented the section with the task of opening and closing nine offices plus the monitoring of S. Res. 9 payrolls during the first 6 months of 2005.

The Payroll Section again participated in the December disaster recovery testing. This year's test entailed using the ACF processing equipment to operate the payroll/personnel system from the Hart Building while SAA programmers ran trial payrolls from dial up sources. Part of the test was for members of SAA Production Services to produce the payroll output from printers located at the ACF. During the holidays, members of the Payroll Section conducted another test of the payroll personnel system by processing over 400 salary changes through dial up from a laptop computer. The payroll personnel system test proved that it could be run from many locations at the same time.

EMPLOYEE BENEFITS SECTION

The primary responsibilities of the Employee Benefits Section (EBS) are administration of health insurance, life insurance and all retirement programs for Members and employees of the Senate. This includes counseling, processing of paperwork, research, dissemination of information and interpretation of retirement and benefits laws and regulations. In addition, the sectional work includes research and verification of all prior federal service and prior Senate service for new and returning appointees. EBS provides this information for payroll input, and once Official Personnel Folders and Transcripts of Service are received, verifies the accuracy of the information provided and reconciles as necessary. Transcripts of Service, including all official retirement and benefits documentation, are provided to other federal agencies when Senate Members and staff are hired elsewhere in the government. EBS processes employment verifications for loans, the Bar Exam, the FBI, OPM, and DOD, among others. Unemployment claim forms are completed, and employees are counseled on their eligibility. Department of Labor billings for unemployment compensation paid to Senate employees are reviewed in EBS and submitted by voucher to the Accounting Section for payment, as are the employee fees associated with the Flexible Spending Accounts. Designations of Beneficiary for FEGLI, CSRS, FERS, and unpaid compensation are filed and checked by EBS.

General Activities

The year began with EBS finalizing retirement estimates and processing the many retirement cases associated with the outgoing Senators and their staffs, as well as committee staff affected by the changes. Approximately 150 retirement cases were processed throughout 2005.

There was a great deal of employee turnover in early 2005. New Members appointed numerous employees from the House and Executive Branch, and many other employees left with their outgoing Members, many of whom were appointed to positions in the Executive Branch. This caused a dramatic increase in appointments to be researched and processed, retirement records to be closed out, termination packages of benefits information to be compiled and mailed out, and health insurance enrollments to be processed. Transcripts of service for employees going to other federal agencies, and other tasks associated with employees changing jobs were at a high level this year. These required prior employment research and verification, new FEHB, FEGLI, FSA, CSRS, FERS and TSP enrollments, and the associated requests for backup verification.

The 2004 OPM FEGLI Open Season (OS) elections took effect September 1, 2005. EBS verified and processed all OS elections and provided reminder notifications and guidance to those affected. Approximately 350 Senate employee FEGLI changes were processed.

Interagency meetings attended involved time spent on the development and understanding of the new Vision and Dental (V&D) programs that will surface in late 2006 and the new Voluntary Benefits Portal that is in development under the direction of Office of Personnel Management (OPM) to combine third-party administration of FSA, LTCI and the new V&D programs. Information was also shared on the implementation of the FEGLI Open Season enrollments. Interaction and cooperation were essential in the continuing operations of the New Orleans-based Thrift Savings Plan and the National Finance Center in the wake of Hurricane Katrina. EBS did as much as possible to provide assistance and information to Senate staff that would normally be provided by TSP.

The annual FEHB Open Season was held and approximately 500 employees changed plans. These changes were processed and reported to carriers in record time. Once again, the on-line Checkbook Guide to Health Plans was made available

to Senate employees to research and compare FEHB plans. This tool will remain available to staff throughout the year. Additional effort was made to increase employee awareness and understanding of this valuable tool, and feedback is positive. The FEHB Open Season Health Fair was also attended by about 600 employees and as an additional service, it was open to all other federal employees on the Hill, including House, Capitol Police, Architect of the Capitol and Senate Restaurant employees. In addition to having health plan representatives available to provide information and answer questions, representatives from FSA Feds and Long Term Care Insurance were also in attendance.

Much effort was made in coordination with the Senate Computer Center to effect computer enhancements and provide additional automated forms to our database. This has provided greater efficiency and increased accuracy of information.

EBS continues to work with our File Room personnel to modify our procedures and the flow of forms to maintain imaged documentation with COOP preparedness in mind. For COOP readiness with respect to employee personnel folder access, the goal for 2006 is to explore alternatives to complete the scanning of all "prior" employee personnel folder documents that are housed in the Disbursing file room.

Educational seminars were held for the Civil Service Retirement System and the Federal Employees Retirement System. These seminars for staff were well attended and well received.

Due to the continued boom in the housing market, employment verifications came in at a rapid pace, averaging over 100 per month. Unemployment verifications were especially high early in the year and remained constant throughout the year. Telephone inquiries, though not specifically tracked, continued at high levels.

DISBURSING OFFICE FINANCIAL MANAGEMENT

Headed by the Deputy for Financial Management, the mission of Disbursing Office Financial Management (DOFM) is to coordinate all central financial policies, procedures, and activities, to process and pay expense vouchers within reasonable time frames, to work toward producing an auditable consolidated financial statement for the Senate and to provide professional customer service, training and confidential financial guidance to all Senate accounting locations. In addition, the Financial Management group is responsible for the compilation of the annual operating budget of the United States Senate for presentation to the Committee on Appropriations as well as for the formulation, presentation and execution of the budget for the Senate. On a semiannual basis, this group is also responsible for the compilation, validation and completion of the Report of the Secretary of the Senate. DOFM is segmented into three functional departments: Accounting, Accounts Payable, and Budget. The Accounts Payable Department is subdivided into three sections: the Audit group, the Disbursement group and the Vendor/SAVI group. The Deputy coordinates the activities of the three functional departments, establishes central financial policies and procedures, acts as the primary liaison to Human Resources, and carries out the directives of the Financial Clerk and the Secretary of the Senate.

ACCOUNTING DEPARTMENT

During fiscal year 2005, the Accounting Department approved nearly 47,800 expense reimbursement vouchers, processed 1,300 deposits for items ranging from receipts received by the Senate operations, such as the Senate's Revolving Funds, to canceled subscription refunds from Member offices. General ledger maintenance also prompted the entry of thousands of adjustment entries that include the entry of all appropriation and allowance funding limitation transactions, all accounting cycle closing entries, and all non-voucher reimbursement transactions such as payroll adjustments, COLA (cost of living) budget uploads, stop payment requests, travel advances and repayments, and limited payability reimbursements.

This year the Accounting Department assisted in the validation of various system upgrades and modifications, including the testing required to implement Web Release 10.0, an upgrade to the mainframe operating system to Z/OS, and the testing of last non-zero balance date to fix process control. During January 2005, the Accounting Department with assistance from a contractor, Bearing Point, completed the 2004 year-end process to close and reset revenue, expense and budgetary general ledger accounts to zero. During June 2005, we successfully tested and implemented in Federal FAMIS another document purge including the archiving of Web report data for lapsed years. Further, toward the end of the fiscal year, the financial file rollover was performed to update FAMIS' tables and create the new index codes needed to accommodate data for fiscal year 2006.

The Department of the Treasury's monthly financial reporting requirements includes a Statement of Accountability that details all increases and decreases to the accountability of the Secretary of the Senate, such as checks issued during the month and deposits received, as well as a detailed listing of cash on hand. Also, on a monthly basis, reported to the Department of the Treasury is the Statement of Transactions According to Appropriations, Fund and Receipt Accounts that summarizes all activity at the appropriation level of all monies disbursed by the Secretary of the Senate through the Financial Clerk of the Senate. All activity by appropriation account is reconciled with the Department of the Treasury on a monthly and annual basis. The annual reconciliation of the Treasury Combined Statement is also used in the reporting to the Office of Management and Budget (OMB) as part of the submission of the annual operating budget of the Senate.

This year, the Accounting Department transmitted all Federal tax payments for Federal, Social Security, and Medicare taxes withheld from payroll expenditures, as well as the Senate's matching contribution for Social Security and Medicare, to the Federal Reserve Bank. The Department also performed quarterly reporting to the Internal Revenue Service (IRS) and annual reporting and reconciliation to the IRS and the Social Security Administration. Payments for employee withholdings for state income taxes were reported and paid on a quarterly basis to each state with applicable state income taxes withheld. Monthly reconciliations were performed with the National Finance Center regarding the employee withholdings and agency matching contributions for the Thrift Savings Plan.

In addition to Treasury's external reporting deadlines, there are internal reporting requirements such as the monthly ledger statements for all Member offices and all other offices with payroll and non-payroll expenditures. These ledger statements detail all of the financial activity for the appropriate accounting period with regard to official expenditures in detail and summary form. Each month, the Accounting Department reviews and verifies the accuracy of the statements before distribution is made.

The Accounting Department, in conjunction with the Deputy for Financial Management, continues to work closely with the Sergeant at Arms Finance Department in completing the corrective actions that were identified during our pro-forma financial statements' audit ability assessment. Based on the results of this exercise, 23 corrective actions were suggested including an action plan and proposed schedule to have them corrected. Some of the actions were rather simple to implement while others will take significantly longer. Of the 23 corrective actions noted, 18 have been completed and 5 are still in process. As part of this project, the Accounting Group is working with the SAA in reconciling FAMIS entries to Asset Center. The Accounting Group also finalized clearing all CASHLINK outstanding items.

As part of the financial statement initiative, the accounting group has worked on the validation of the Senate's pro-forma financial statements for fiscal year 2004. The validation of the statements of financial position, net costs and changes in net position for fiscal year 2004 is complete. Work is still underway on the last two statements—budgetary resources and finance—and is expected to be completed by the end of March. At that time, work on the fiscal year 2005 statements will begin.

Toward the end of the calendar year, in coordination with SAA staff, the Chief Accountant and the Deputy for Financial Management participated in successful testing of our disaster recovery facility.

ACCOUNTS PAYABLE

VENDOR/SAVI SECTION

Created in 2003, the Vendor/SAVI section is responsible for maintaining the accuracy and integrity of the Senate's central vendor (payee) file, for the prompt completion of new vendor file requests, and service requests related to the Office's web-based payment tracking system known as SAVI. This section also assists the IT Department performing periodic testing and monitoring of the performance of the SAVI system.

Currently, there are more than 13,400 vendor records stored in the vendor file. Daily requests for new vendor addresses or updates to existing vendor information are processed within 24 hours of being received. In 2004, the A/P Department began to pay vendors electronically via the Automated Clearing House (ACH). Besides updating mailing addresses, the Vendor/SAVI section facilitates the use of ACH by switching the method of payment requested by the vendor from check to ACH. Whenever a new remittance address is added to the vendor file, a standard letter is mailed to our vendors requesting tax and banking information. Currently, more than 1,250 vendors and over half of the state offices' landlords are being paid by ACH.

As stated earlier, SAVI is Disbursing's web-based payment tracking system. Senate staff may electronically create, save, and file expense reimbursement forms, track their progress, and receive detailed information on payments made. The most common service requests are those for system user ids, system passwords and to activate deactivated accounts; less common but more complicated are employee requests for an alternative expense payment method. An employee can choose to have their payroll set up for direct deposit but may have their expenses reimbursed by paper check.

The Vendor/SAVI section works closely with the A/P disbursements group resolving returned EFT issues. EFT payments are returned periodically for a variety of reasons. The reasons given have included incorrect account numbers, incorrect ABA routing numbers, and, in rare instances, a nonparticipating financial institution. Most EFT return issues are easy to resolve; however, there are some instances that result with a vendor being converted back to paper check payments. Currently, there are no unresolved returned EFT issues.

The Vendor/SAVI section continues to electronically scan and store supporting documentation of vendor file requests. Currently, with assistance from the Disbursement Group, over 5,000 vendors have been electronically scanned and the paper files certified for destruction. In the near future, this section will assist the IT Department in testing an automatic e-mail notification system which will alert vendors when an EFT payment has been made and will provide pertinent payment information.

This year, the Vendor/SAVI section processed over 2,700 vendor file requests, completed nearly 2,200 SAVI service requests and mailed over 1,400 vendor information letters.

ACCOUNTS PAYABLE

DISBURSEMENTS DEPARTMENT

Well over 120,000 expense claims were received and processed by the department in 2005. More than 32,500 expense checks were written and approximately 56,500 direct deposit reimbursements were transmitted. The department has experienced a small decline of roughly 7 percent in the number of checks written and a slightly larger increase of 13 percent in the number of ACH payments, and it is expected that this trend will continue. The department suffered no performance loss, ensuring that all vendors and employees continued to receive timely and accurate payments.

After vouchers are paid, they are sorted and filed by document number. Vouchers are grouped in 6-month "clusters" to accommodate their retrieval for the semi-annual Report of the Secretary of the Senate. Files are maintained for the current period and two prior periods in-house as space is limited. Older documents are stored at the warehouse facility.

A major function of the department is to prepare adjustment documents. Adjustments are varied and include the following: preparation of foreign travel advances and vouchers, reimbursements for expenses incurred by Senate Leadership, re-issuance of items held as accounts receivable collections, re-issuance of payments for which non-receipt is claimed, and various supplemental adjustments received from the Payroll Department. Such adjustments are usually disbursed by check, but an increasing number are now handled electronically via ACH as more vendors and employees opt for this payment method.

The Disbursements Department is also responsible for researching returned checks as vendors request additional information relating to payment allocation. Fortunately, few checks are returned. This is a result of the use of a centralized vendor file and accurate certification of payments. There are currently no unresolved returned check issues.

During 2005, an increasing number of ACH items were returned for reasons ranging from erroneous account information to non-participation by depositing banks. Some of the returns were simply notices of change while others were rejected outright. Procedures were established which created a liaison with the Vendor/SAVI group, Payroll, and Accounting. Corrections are forwarded to the Vendor/SAVI group so the corrections may be made in the vendor file. Corrections involving payroll are forwarded to that department. Such corrections are downloaded into the vendor file for nightly processing.

All rejected items are logged into an ACH Reports folder in Excel. They are classified as either Payroll or Accounts Payable, and the actual daily reports are also scanned into the folder. Once logged in, the payroll items are forwarded to the Payroll Department, and the non-payroll items are forwarded to Vendor/SAVI for appropriate corrective action. Corrective actions include correction of erroneous data and

retransmission, or sometimes re-issuance by paper check. Once the corrective action is determined, an accounting memo is drafted and given to Disbursements and the appropriate action is taken. The Excel spreadsheet contains details of the return as well as information relating to the corrective action taken. Accounting then uses the information contained in the spreadsheet to assist them in reconciling CASHLINK with the Treasury.

The Accounts Payable Disbursements Department prepares mailing labels for the distribution of the monthly ledgers to the 140 accounting locations throughout the Senate. Although the ledgers are sorted and sent out by Accounting, the Disbursements Group maintains the file of how and where the statements are to be delivered. This information is transferred to mailing labels, placed on manila envelopes, and given to Accounting. Offices expressing no preference have their statements sent to their respective offices marked "Personal and Confidential." The main objective of this process is to have each office receive their ledger statements for the month just ended by the 10th of the following month.

The Department also prepares the forms required by the Department of Treasury for stop payments. Stop payments are requested by employees who have not received salary or expense reimbursements, and vendors claiming non-receipt of expense checks. During this year, the A/P Disbursement Supervisor and the Accounts Payable Manager continued using the Department of Treasury's Financial Management Service (FMS) online stop pay and check retrieval process known as PACER. The PACER system allows us to electronically submit stop-payment requests and provides on-line access to digital images of negotiated checks for viewing and printing. Once a check is viewed, it is printed and may be scanned. Scanned images are then forwarded to the appropriate accounting locations via e-mail. This process has been well received by Senate offices and vendors. This saves time and significantly reduces reliance on the postal system. Accounts Payable Disbursements staff have Treasury secure ID cards and are trained in the use of PACER. Given the time and money savings, as well as the overwhelmingly positive reception, large growth in the use of PACER for check retrieval purposes is anticipated.

The Disbursements Department continues the use of laser checks. The tractor-fed check writer system has been dismantled and a new, improved system was developed and implemented. The previously ordered folder/inserter was purchased and has been installed. In addition to the new folder/inserter, the replacement was comprehensive in scope. New hardware was introduced and further check writer upgrades are scheduled for 2006. The result is a user friendly system which has the additional benefits of greater security and higher degree of accuracy. Only certain key personnel have access to the signature fonts which are specific to each individual, and print quality has been significantly improved.

Work continues on the reconciliation of the replacement check account. A team was formed consisting of the Deputy for Financial Management, Accounts Payable Manager, Chief Accountant, Accounts Payable Disbursements Supervisor and Staff Accountants. Persistent and determined revenue collection procedures have resulted in the elimination of all but one unresolved item.

ACCOUNTS PAYABLE

AUDIT DEPARTMENT

The Accounts Payable Audit Section is responsible for auditing vouchers and answering questions regarding voucher preparation and the permissibility of expenses and advances. This section provides advice and recommendations on the discretionary use of funds to the various accounting locations, identifies duplicate payments submitted by offices, monitors payments related to contracts, trains Administrative Managers and Chief Clerks about Senate financial practices, trains Administrative Managers in the use of the Senate's Financial Management Information System, and assists in the production of the Report of the Secretary of the Senate.

A major function of the Section is to monitor the Fund Advance Tracking System (FATS) to ensure that advances are charged correctly, vouchers repaying such advances are entered, and balances are adjusted for reuse of the advance funds. An "aging" process is also performed to ensure that travel advances are repaid in the time specified by the advance travel regulations. Travel advances may be repaid via regular voucher processing, or may be canceled if the corresponding travel is not taken.

The Accounts Payable Audit Section, currently a group of 13, has the responsibility for the daily processing of expense claims submitted by the 140 accounting locations of the Senate. The section processed in excess of 145,000 expense vouchers in fiscal year 2005, as well as 23,000 uploaded items. The voucher processing ranged in scope from providing interpretation of Senate rules, regulations and statute, ap-

plying the same to expense claims, monitoring of contracts and direct involvement with the Senate's central vendor file. On average, vouchers greater than $100 that do not have any issues or questions are received, audited, sanctioned by Rules and paid by Disbursing within 10 business days of receipt.

Uploaded items are of two varieties, certified expenses and vendor payments. Certified expenses include items such as stationery, telecommunications, postage, and equipment. Charges incurred by the various Senate offices are certified to Disbursing on a monthly basis. As an example, the Keeper of Stationery tracks all expenditures for each office, and sends a voucher certifying the expenses incurred over the previous month. The expenses are detailed on a spreadsheet which is also electronically uploaded. The physical voucher is audited and appropriate revisions are made. The revisions are transferred into the uploaded spreadsheet which is then used to effect payment to the Keeper. Concentrated effort is put forth to ensure certified items appear as paid in the same month they are incurred.

Vendor uploads are fairly new, and are used to pay vendors for the Stationery Room, Senate Gift Shop, State office rentals, and refunds of security deposits for the Page School. The methodology is roughly the same as for certifications, but the payments rendered are for the individual vendors. Although these items are generally processed and paid quickly, the State Office rents are generally paid a few days prior to the month of the rental in keeping with a general policy of paying rent in advance.

During fiscal year 2004, the Chairman of the Committee on Rules and Administration increased the delegated sanctioning authority for vouchers from $35 or less to $100 or less. These vouchers comprise approximately 60 percent of all vouchers processed. The responsibility for sanctioning rests with the Certifying Accounts Payable Specialists and are received, audited, and paid within 5 business days of receipt. Disbursing passed two post-payment audits performed by the Rules Committee.

The Accounts Payable Audit Group provided training sessions in the use of new systems, the process for generation of expense claims, the permissibility of an expense, and participated with seminars sponsored by the Secretary of the Senate, the Sergeant at Arms, and the Library of Congress. The Section trained 14 new Administrative Managers and Chief Clerks and conducted 5 informational sessions for Senate staff through seminars sponsored by the Congressional Research Service. The Accounts Payable group also routinely assists the IT department and other groups as necessary in the testing and implementation of the new hardware, software, and system applications. Web FMIS version 9 was in use for most of the year with the electronic, importable expense summary report (ESR). The electronic ESR has gained widespread acceptance and Web FMIS version 10 was installed in September. Extensive testing is anticipated for the release of Web FMIS version 10.3 in fiscal year 2006.

A cancellation process was established for advances in 2004. This was necessary to ensure repayment of advances systematically for canceled or postponed travel in accordance with Senate travel regulations. Advance procedures including cancellation were formally incorporated into the Policies and Procedures Manual. Although procedures are in place, enhancement is necessary and is expected in a later release of Web FMIS. Cancellation of other Web vouchers is also scheduled for testing during a later system release. The A/P sections within the Polices and Procedures Manual continue to be updated and revised as new policies, regulations, and system functionality enhancements dictate.

BUDGET DEPARTMENT

The third component of the Disbursing Office Financial Management Group is the Budget Department. The primary responsibility of the Budget Department is to compile the annual operating budget of the United States Senate for presentation to the Committee on Appropriations. The Budget Department is responsible for the preparation, issuance and distribution of the budget justification worksheets (BJW). In fiscal year 2005, the budget justification worksheets were processed in December. The budget baseline estimates for fiscal year 2006 were reported to the Office of Management and Budget in January.

This department is also responsible for the formulation, presentation and execution of the budget for the Senate and provides a wide range of analytical, technical and advisory functions related to the budget process. The Budget Department acts as the Budget Officer for the Office of the Secretary, assisting in the preparation of testimony for the hearings before the Committee on Appropriations and the Committee on Rules and Administration.

During January, the Senate Budget Analyst is responsible for the preparation of 1099's and the prompt submission of forms to the IRS before the end of the month.

DISBURSING OFFICE INFORMATION TECHNOLOGY

FINANCIAL MANAGEMENT INFORMATION SYSTEM

The Disbursing Office Information Technology (IT) Department provides both functional and technical assistance for all Senate financial management activities. Activities revolve around support of the Senate's Financial Management Information System (FMIS) which is used by approximately 140 Senate accounting locations (i.e., 100 Senator's offices, 20 Committees, 20 Leadership and Support offices, the Rules Committee Audit section, and the Disbursing Office). Responsibilities include:

—Supporting current systems;
—Testing infrastructure changes;
—Managing and testing new system development;
—Planning;
—Managing the FMIS project, including contract management;
—Administering the Disbursing Office's Local Area Network (LAN); and
—Coordinating the Disbursing Office's disaster recovery activities.

Work during 2005 was supported by the Sergeant at Arms Technology Services staff, the Secretary's Information Technology staff, and contracts with Bearing Point.

The SAA Technology Services staff provides the technical infrastructure, including hardware (mainframe and servers), operating system software (mainframe and servers), database software, and telecommunications; technical assistance for these components, including migration management, and database administration; and regular batch processing. Bearing Point is responsible, under the contract with the SAA, for operational support, and under contract with the Secretary, for application development. The Disbursing Office is the "business owner" of FMIS and is responsible for making the functional decisions about FMIS. The three organizations work cooperatively.

Highlights of the year include:

—Implementation of six releases of Web FMIS. Combined, these releases took FMIS to the "zero-client" platform, an important milestone in providing this critical system in a disaster situation. By the end of April 2005 all Web FMIS users were using the intranet version of Web FMIS;
—Implementation of a release of SAVI that enables Macintosh computer users to use this system;
—Support of the Rules Committee's post payment audit for the Rules Committee Audit to conduct a statistically valid sample of vouchers of $100 and under for which sanctioning was delegated to the Financial Clerk;
—Upgrading our e-mail to "Active Directory";
—Coordinating and participating in the FMIS portion of a disaster recovery exercise for the Alternate Computing Facility; and
—Conducting monthly classes and seminars on Web FMIS.

FMIS is not a single computer system. It is composed of many subsystems that provide Senate-specific functionality. These subsystems are outlined in the table that begins on the following page.

SENATE FINANCIAL MANAGEMENT INFORMATION SYSTEM

Subsystem	Functionality	Source	Primary Users	Implementation
FAMIS (Mainframe)	General ledger Vendor file Administrative functions Security functions	Off the shelf federal system purchased from Bearing Point.	Disbursing Office	October 1998
ADPICS (Mainframe)	Preparation of requisition, purchase order, voucher from purchase order, and direct voucher documents. Electronic document review functions Administrative functions	Off the shelf federal system purchased from Bearing Point.	Sergeant at Arms Disbursing Office Secretary of the Senate	October 1998
Checkwriter (Client-server)	Prints checks and check registers as well as ACH (Automated Clearing House) direct deposit transmission payments.	Off the shelf state government system purchased from and adapted to Senate's requirements by Bearing Point.	Disbursing Office	October 1998
Web FMIS (Intranet)	Preparation of vouchers, travel advances, vouchers from advance documents, credit documents and simple commitment and obligation documents. Entry of detailed budget Reporting functions (described below) Electronic document submission and review functions Administrative functions	Custom software developed under Senate contract by Bearing Point.	All Senators' offices All Committee offices All Leadership and Support offices Secretary of the Senate Sergeant at Arms Disbursing Office	October 1999 Client Server August 2004 Intranet
FATS (PC-based)	Tracks travel advances and petty cash advances (available to Committees only). Tracks election cycle information	Developed by SAA Technology Services.	Disbursing Office	Spring 1983
Post Payment Voucher Audit (PC-based)	Selects a random sample of vouchers for which sanctioning was delegated to the Financial Clerk for the Rules Committee to use in conducting a post payment audit.	Excel spreadsheet developed by Bearing Point.	Rules Committee Disbursing Office	Spring 2003
SAVI (Intranet)	As currently implemented, provides self-service access (via the Senate's intranet) to payment information for employees receiving reimbursements. Administrative functions	Off the shelf system purchased from Bearing Point.	Senate employees	Pilot—Spring 2002 Senate-wide July 2002

Online ESR (Intranet)	A component of SAVI through which Senate employees can create on-line Travel/Non-Travel Expense Summary Reports and submit them electronically to the Administrative Manager/Chief Clerk for processing.	Custom software developed under contract by Bearing Point.	Senate employees	April 2003
Secretary's Report (Mainframe extracts, crystal reports, and client-server "tool box").	Produces the Report of the Secretary of the Senate.	Custom software developed under contract by Bearing Point.	Disbursing Office	Spring 1999
Ledger Statements (Mainframe database extracts, and crystal reports).	Produces monthly reports from FAMIS that are sent to all Senate "accounting locations".	Developed by SAA Technology Services.	Disbursing Office .... Senate Accounting Locations	Winter 1999
Web FMIS Reports (mainframe database extracts, crystal reports, and Intranet).	Produces a large number of reports from Web FMIS, FAMIS and ADPICS data at summary and detailed levels. Data is updated as an overnight process and can be updated through an on-line process by accounting locations.	Custom software developed under contract by Bearing Point.	Senate Accounting Locations	October 1999—Client Server April 2005—Intranet

Supporting Current Systems

The IT section supports FMIS users in all 140 accounting locations, the Disbursing Office Accounts Payable, Accounting, Disbursements and Front Office Sections, and the Rules Committee Audit staff. The activities associated with this responsibility include:

—User support—provide functional and technical support to all Senate FMIS users; staff the FMIS "help desk"; and meet with Chiefs of Staff, Administrative Managers, Chief Clerks, and various Senate offices as requested;

—Technical problem resolution—ensure that technical problems are resolved;

—Monitor system performance—check system availability and statistics to identify system problems and coordinate performance tuning activities for parallel load and database access optimization;

—Security—maintains user rights for all ADPICS, FAMIS, SAVI, and Web FMIS users;

—System administration—design, test and make entries to tables that are intrinsic to the system;

—Support of Accounting Activities—provide assistance in the cyclic accounting system activities such as rollover, the process by which tables for the new fiscal year are created, and archiving and purging for the current year tables data for lapsed fiscal years;

—Support the Rules Committee post payment voucher audit process; and

—Training—provide functional training to all Senate FMIS users.

Of these, the post payment voucher audit deserves recognition. In December of 2002, the Rules Committee delegated to the Financial Clerk the authority for sanctioning vouchers of $35 and less; effective January 1, 2004 this threshold increased to $100. The authorization directed Rules and Disbursing to establish a set of procedures for a semi-annual audit of these vouchers. The two offices agreed that Rules would conduct a random sampling inspection of these vouchers based on industry statistical standards. Under the supervision of the IT Group, Bearing Point created tools to determine the sample size, to enable selecting the sample from the universe of vouchers of $100 and less, and to determine the acceptable number of discrepancies given the sample size and the desired confidence interval. Both audits conducted in 2005 resulted in a favorable finding of zero discrepancies. The audit conducted in April 2005 for the six-month period ending March 31, 2005, covered 24,643 vouchers and the audit conducted in October 2005 for the six-month period ending September 30, 2005, covered 29,013 vouchers, an overall increase of 21 percent in the number of vouchers of $100 and less that were processed during fiscal year 2005.

Testing Infrastructure Changes

The SAA provides the infrastructure on which FMIS operates, including the mainframe, the database, security hardware and software, the telecommunications network, and a hardware and software installation crew. During 2005 the mainframe operating system was upgraded to the Z/OS operating system. This required that the Disbursing Office test all FMIS subsystems in a testing environment and verify all FMIS subsystems in the production environment after Z/OS was implemented.

Managing and Testing New System Development

During 2005, we supervised development, performed extensive integration system testing and implemented changes to the following FMIS subsystems: Web FMIS; Senate Vendor Information (SAVI) and Online ESR; and Checkwriter.

Web FMIS

Over the last two years, updates and simplification of the underlying technology of Web FMIS has occurred, basically replacing all Visual Basic Client/Server and Cold Fusion Web technology with WebSphere web pages thereby creating a "thin client" application that can be accessed via an intranet browser. In August 2004, Web FMIS r9.0 for pilot offices was implemented, which is a complete rewriting of the Web FMIS functionality using all intranet based pages. By the end of April, all Web FMIS users were using the intranet version of Web FMIS. During 2005, Web FMIS was improved and augmented in the following releases:

—*Web FMIS r9.1.*—Implemented in November 2004, addressed additional functionality identified by the pilot offices. This was provided to new offices of the 109th Congress.

—*Web FMIS 10.0.*—Implemented in February 2005, added a security certificate to the Web FMIS web site (i.e., adding the "S" to https://webfmis.senate.gov) and changed the extracts for the nightly Web FMIS reporting cycle to use table-driven parameters rather than hard-coded ones.

—*Web FMIS 10.1.*—Implemented in April 2005, provided report and document printing via Adobe, standard Senate software, rather than Web FMIS-specific files. This completed moving Web FMIS to the "zero-client" platform, an important milestone in providing critical systems in a disaster situation. With this release the Rules Committee Audit staff moved from client-server based screen to intranet-based pages for their functions, and Disbursing staff began using "standard notepad text" to document corrections made to vouchers. Additionally, this release addressed performance issues resulting from r10.0.

—*Web FMIS r10.2.*—Implemented in July 2005 focused on additional functionality for the Office, including new pages for the Disbursing Inbox and Document Review functions, and enhancements to the Advice of Change process and streamlined the document approval process.

—*Web FMIS r10.2.1.*—Implemented in October 2005, fixed bugs in the Disbursing functions.

—Web FMIS r10.3—Implemented in January 2006 (but included here because most of the work on the release was done in 2005), updated the technology for and provided more functionality on the inbox pages and the travel reimbursement mileage rate maintenance page. Additional functionality was added to the Documents/Create page and the Budget page, and bugs were fixed.

During 2005, work continued with Bearing Point to define the requirements for additional functionality required for the two Web FMIS releases planned for 2006:

—*Web FMIS r11.*—Planned for Spring 2006, will add the ability to "import" invoice data from an outside vendor in order to create a voucher with minimal re-typing. (This process is similar to the "import" process by which data from an online ESR, created via SAVI, is used to create a travel voucher.

—*Web FMIS r12.*—Planned for late Fall 2006, will be a pilot of paperless voucher processing, which requires adding electronic signature and documentation imaging functionality.

Senate Automated Vendor Inquiry (SAVI) and Online ESR

SAVI enables Senate staff to check the status of reimbursements, whether via check or direct deposit referencing an on-line ESR. The Online ESR function enables Senate staff to create expense summary reports, both travel and non-travel. These documents can be imported into Web FMIS, reducing the data entry tasks for voucher preparation. The SAVI system was upgraded once in 2005. Release 3.2, implemented in May 2005, enabled use of SAVI by Macintosh computer users.

Checkwriter

The Disbursing Office makes payments via direct deposit and via check using the Checkwriter software. No changes were implemented to the Checkwriter software in 2005, but Checkwriter release 6, which rewrites the security component, will be tested in early 2006, with implementation tentatively scheduled for summer 2006.

Planning

The Disbursing Office IT group performs two main planning activities:

—Schedule coordination—planning and coordinating a rolling 12-month schedule; and

—Strategic planning—setting the priorities for further system enhancements.

Schedule Coordination

In 2005, two types of meetings were held among Disbursing, SAA and Bearing Point staff to coordinate schedules and activities. These are:

—Project specific meetings—a useful set of project specific working meetings, each of which has a weekly set meeting time and meets for the duration of the project (e.g., Document Purge meetings and Web FMIS requirements meetings); and

—Technical meeting—a weekly meeting among the DO staff (IT and functional), SAA Technical Services staff, and Bearing Point to discuss active projects, including scheduling activities and resolving issues.

Strategic Planning

The FMIS strategic plan has a longer time horizon than the rolling 12-month time frame of the technical meeting schedule. It is designed to set the direction and priorities for further enhancements. In 2002 a five-year strategic plan was written by the IT and Accounting staff for Disbursing Office Strategic Initiatives. This detailed description of five strategic initiatives formed the base for the Secretary of the Senate's request for $5 million in multi-year funds for further work on the FMIS project. The five strategic initiatives are:

—*Paperless Vouchers—Imaging of Supporting Documentation and Electronic Signatures.*—Beginning with a feasibility study and a pilot, implement new technology, including imaging and electronic signatures, that will reduce the Senate's dependence on paper vouchers. This will enable continuation of voucher processing operations from any location, should an emergency occur;

—*Web FMIS—Requests from Accounting Locations.*—Respond to requests from the Senate's Accounting Locations for additional functionality in Web FMIS;

—*Payroll System—Requests from Accounting Locations.*—Respond to requests from the Senate's Accounting Locations for on-line real time access to payroll data;

—*Accounting Subsystem Integration.*—Integrate Senate-specific accounting systems, improve internal controls, and eliminate errors caused by re-keying of data; and

—*CFO Financial Statement Development.*—Provide the Senate with the capacity to produce auditable financial statements that will obtain an unqualified opinion.

Managing the FMIS Project

The responsibility for managing the FMIS project was transferred to the IT group during the summer of 2003 and includes developing the task orders with contractors, overseeing their work, and reviewing invoices. In 2005 one new task order, the fiscal year 2006 Extended Operational Support was executed. In addition, work continued under two task orders executed in prior years: Web FMIS r10; SAA Finance System and Reporting Enhancements; and Web FMIS Imaging and Digital Signature Design and Electronic Invoicing and Remittance Enhancements.

Administering the Disbursing Office's Local Area Network (LAN)

The Disbursing Office administers its own Local Area Network (LAN), which is separate from the LAN for the rest of the Secretary's office. Our LAN Administrator's activities included: Office-wide LAN Maintenance and Upgrade; and Projects for the Payroll and Benefits Section.

Office-wide LAN Maintenance and Upgrade

Existing workstations were maintained with appropriate upgrades, including: an e-mail upgrade to "Active Directory"; the addition of "SNAP" servers to backup, nightly, our office data in Disbursing and directly to the Office's space at the ACF; work with the SAA staff to upgrade our network speed to 100 mps; and the maintenance of the Office Information Authorization form log which provides easy access from Disbursing staff desktops to up-to-date information about the authorized contacts for each Senate office.

Projects for Payroll and Employee Benefits Sections

The Payroll/Benefits imaging system, developed by SAA staff, and which captures and indexes payroll documents electronically, continues to be supported. This is a critical system for Payroll and Employee Benefits sections.

Coordinating the Disbursing Office's Disaster Recovery Activities

On Saturday, December 3, 2005, the Sergeant at Arms technical staff conducted a disaster recovery test of the Senate's computing facilities, including the Financial Management Information System (FMIS) functions. The test involved switching the Senate's network from accessing systems at the Primary Computing Facility (PCF) to our backup facility, and powering down the PCF.

The SAA's primary purpose was to test the technical process of switching to our backup facility, and only a limited amount of time was available for functional testing. The SAA staff wanted to complete the exercise within a 12-hour window, including the time needed to switch us to the backup facility and back to the PCF. A two-hour functional testing window was expected. In the scenario, FMIS systems and data would be "failed-over" to the backup facility, and made available for testing during the functional testing window. The systems would then be "failed back" to the PCF, but the data would not be "failed back". Consequently, any changes made while testing at the backup facility would not be made to production data.

Disbursing staff set minimal goals of accessing all critical FMIS subsystems. In a two hour functional testing window, the SAA would not have time to run critical batch processes such as those which would enable a single document to be taken from data entry in Web FMIS through payment in FAMIS. Consequently, plans were made to test each on-line step in the process separately. Additionally, the time constraint did not allow any overnight batch processes to be run.

Within the limited scope of the test, most of the critical components of FMIS were tested. A request has been made to the SAA that disaster recovery tests be con-

ducted twice a year and that additional system components be tested at each successive event.

ADMINISTRATIVE OFFICES

1. CONSERVATION AND PRESERVATION

The Office of Conservation and Preservation develops and coordinates programs directly related to the conservation and preservation of Senate records and materials for which the Secretary of the Senate has statutory authority. This includes: deacidification of paper and prints, phased conservation for books and documents, collection surveys, exhibits, and matting and framing for the Senate Leadership.

Over the past year, the Office of Conservation and Preservation has embossed 621 books and matted and framed 532 items for the Senate Leadership. In addition, this office matted and framed 349 items for the 55th Inaugural ceremonies. For more than twenty-four years, the office has bound a copy of *Washington's Farewell Address* for the annual Washington's Farewell Address ceremony. In 2005, a volume was bound and read by Senator Richard Burr.

As mandated in the 1990 *Senate Library Collection Condition Survey*, the Office of Conservation and Preservation continues to conduct an annual treatment of books identified by the survey as needing conservation or repair. In 2005, conservation treatments were completed for 139 volumes of a 7,000 volume collection of House hearings. Specifically, treatment involved recasing each volume as required, using alkaline end sheets, replacing acidic tab sheets with alkaline paper, cleaning the cloth cases, and replacing black spine title labels of each volume as necessary. The Office of Conservation and Preservation will continue preservation of the remaining 3,900 volumes.

This office assisted the Senate Library with 531 books that were sent to the Library Binding section of the Government Printing Office (GPO) for binding. Additionally, the office worked with the Library to facilitate the creation of five exhibits located in the Senate Russell building basement corridor. The Office of Conservation and Preservation also assisted the Senate Curator's staff with special matting and framing required for the World War II exhibit located on the first floor of the Capitol.

This office continues to assist Senate offices with conservation and preservation of documents, books, and various other items. For example, the office is currently monitoring the temperature and humidity in the Senate Library storage areas, the vault and warehouse for preservation and conservation purposes.

2. CURATOR

The Office of Senate Curator, on behalf of the Senate Commission on Art, develops and implements the museum and preservation programs for the United States Senate. The Office collects, preserves, and interprets the Senate's fine and decorative arts, historic objects, and specific architectural features; and exercises supervisory responsibility for the historic chambers in the Capitol under the jurisdiction of the Commission. Through exhibitions, publications, and other programs, the Office educates the public about the Senate and its collections.

Collections: Commissions, Acquisitions, and Management

A painting of Senator George Mitchell was officially unveiled on May 24, 2005 as part of the Senate Leadership Portrait Collection, and a painting of Senator Margaret Chase Smith was unveiled on October 18. Both ceremonies were held in the historic Old Senate Chamber. Other important commissioned works in progress include a portrait of Senator Bob Dole and the Great Compromise mural. Both are projected to be completed in 2006.

Thirty-eight objects were accessioned into the Senate Collection, including the painting *Portrait of a Child with Moth* by Constantino Brumidi; several rare stereoviews of the Senate Chamber from the late 19th century; tickets, passes, and luncheon items related to the 2005 Presidential Inauguration; ephemera from the 200th anniversary celebration of the birth of Constantino Brumidi; and nine albums with images of Senators and Senate staff from the late 18th to the early 20th centuries. One of the nine albums contains rare cabinet cards depicting the 41st Congress made by the Matthew Brady studio, along with autographs of 73 Senators.

In an ongoing effort to locate and recover historic Senate pieces associated with the institution, the Office acquired for the Senate Collection an important painting and a 19th century chair. The painting, *Signing of the First Treaty of Peace with Great Britain* by Constantino Brumidi, is the original sketch for the mural that appears in the Brumidi Corridors above the entrance to S–118. The chair dates to about 1819 and was made by Thomas Constantine for the Senate Chamber. It is

a noteworthy addition to the collection, as only 4 of the original 48 chairs made by Constantine for the Senate are known to exist.

Fifty new foreign gifts were reported to the Select Committee on Ethics and transferred to the Curator's Office. They were catalogued, and are maintained by the Office in accordance with the Foreign Gifts and Decorations Act. Appropriate disposition of 28 objects in the collection was completed following established procedures.

As construction continues on the Capitol Visitor Center (CVC), the Office has worked with a conservator specializing in museum facility planning to develop a collection storage plan for all objects scheduled to move to the designated curatorial storage rooms in the CVC. The plan includes detailed equipment layout and design in order to provide optimal preservation for storing the objects.

The Curator's Office continued with its project to photograph the 102 historic Senate Chamber desks (which includes the 100 on the Senate floor and two desks currently in storage). One set of transparencies will be stored off-site for emergency purposes, while a second working set will be used for the web, image requests, and future publications. Fifty-five desks were photographed in 2005; the project is ahead of schedule and is projected to be completed by August 2006.

In keeping with established procedures, all Senate Collection objects on display were inventoried, noting any changes in location. In addition, as directed by S. Res. 178, the Office submitted inventories of the art and historic furnishings in the Senate to the Rules Committee. The inventories, to be submitted every six months, are compiled by the Curator's Office with assistance from the Senate Sergeant at Arms (SAA) and Architect of the Capitol (AOC) Senate Superintendent.

Conservation and Restoration

A total of 20 objects received conservation treatment in 2005. These included nine Senate Chamber desks, eight oil on canvas paintings, two cabinet card albums, and one manuscript collection.

The initiative to conserve all 100 historic Senate Chamber desks, which began in 1999, was completed. Twice a year, during Senate recess periods, desks were removed from the Senate Chamber and sent out for restoration. Treatment was extensive, and followed a detailed protocol developed to address the wear and degradation of these historic desks due to continued heavy use. In December, the last of the desks was restored. During this project, a condition survey was conducted and completed. The survey emphasized the necessity of installing rubber bumpers to the arms of the Senate Chamber chairs to minimize the damage to the front of the desks caused by the chair arms. That work was also completed this year, and all future chairs will be constructed with bumpers.

After extensive evaluation and research, a scope of work was developed for the conservation of the portrait of George Washington by Gilbert Stuart in the Senate Collection. This project coincided with a major exhibition on Stuart's work at the National Gallery of Art, which afforded the opportunity to consult with experts in the field. The portrait was restored by conservators with extensive knowledge of Gilbert Stuart's paintings; and the frame was also conserved. Restoration has revealed the Senate's portrait to be among the finest of Stuart's paintings of the first president.

Two recently commissioned paintings, Blanche Kelso Bruce and James O. Eastland, were varnished by conservators to enhance and protect the surfaces now that the paint has properly cured.

Another conservation project was related to the microfilming and digitization of the Isaac Bassett Papers, the manuscript collection of a 19th century Senate employee. Prior to microfilming, a conservator carried out the treatment and re-housing of the papers necessary for preservation. The entire effort to microfilm and digitize the collection was completed by the fall of 2005, and will help preserve the original papers in case of disaster, as well as provide reproductions for the use of scholars and other researchers. In addition, the digitized images provided extensive material for the Isaac Bassett website exhibit.

The Office completed the detailed condition and identification survey of the nearly 100 historic mirrors in the Senate wing. The project has significant benefits. The condition assessments will determine priorities for conservation and maintenance treatments; provide information on the age, origin, and importance of the frames; and furnish documentation for disaster planning.

The Curator's staff participated in training sessions for the Capitol Police regarding the care and protection of art in the Capitol, and continued to educate housekeeping personnel on maintenance issues related to the fine and decorative art collections.

Historic Preservation

The Curator's Office worked with the AOC and SAA to review, comment, plan, and document Senate side construction projects that involve or impact historic resources. In addition to receiving planning information from those organizations, the office initiated a procedure for sharing Curator project schedules. This has greatly improved coordination and project execution. Construction and conservation efforts that required considerable review and assistance included: Brumidi Corridor ceiling restoration near S–112; window shutter refinishing; grand stairwell plaster replacement; marble step repair; Brumidi west corridor egress installation; Minton tile replacement; wireless antenna installation; audio alert system; S–324 ceiling recreation; and S–229 renovation.

As part of the S–229 renovation project, there was a request to provide an overmantel mirror for the room. The Office has developed a mirror replication project, to duplicate an historic mirror in the Capitol. The mirror selected for replication was a good example of a particular style, complements the majority of mantels and spaces in the Capitol, and will easily accommodate modifications of size and ornament in any future replications. The new mirror was created and installed.

Requests from Senate offices for information pertaining to room histories, architectural features, and historic images continue to increase. Recent initiatives have greatly improved office response time and depth of knowledge. In addition, the Office is working in partnership with the AOC Curator's Office and the Senate Historical Office to develop a room history program that will produce a definitive and up-to-date history for significant Senate rooms and suites.

Research projects undertaken this year included: the Assistant Democratic Leader's suite; the Democratic Leader's suite; and the Strom Thurmond Room, S–238. Additionally, the Office worked closely with the AOC in the creation of an historic structures report for the Senate vestibule, adjacent stairwell, and small Senate rotunda. This report provides critical documentation regarding the architectural chronology of these important historic spaces.

Historic Chambers

The Curator's staff continued to maintain the Old Senate and Old Supreme Court Chambers, and coordinated periodic use of both rooms for special occasions. By order of the U.S. Capitol Police, the Old Senate Chamber was closed to visitors after September 11, 2001. However, during Senate recesses the historic room is open to tours. Thirty-six requests were received from current Members of Congress for after-hours access to the Chamber. Of special significance was the reenactment swearing-in ceremony for the newly elected Senators of the 109th Congress. Twenty-nine requests were received by current Members of Congress for admittance to the Old Supreme Court Chamber after-hours. Images of the room were provided to the Supreme Court Historical Society for use on a bicentennial coin honoring Chief Justice John Marshall. In addition, C-SPAN used high definition equipment in both chambers to take footage for an historical documentary on the U.S. Capitol, and both rooms were photographed for the CVC interactive exhibitions.

In order to enhance existing documentation and to provide an important resource for future planning, the Office is working closely with the AOC to create condition drawings of the Old Senate Chamber that meet the Historic American Building Survey (HABS) standard. Currently such detailed drawings do not exist for this chamber, or any space within the Capitol, yet this is important historical and archival documentation. When complete, the drawings will be accepted into the HABS national collection at the Library of Congress.

The Office continued to research the origins of one of the Senate's most important art works, the *Eagle and Shield*, in the Old Senate Chamber. This gilded carving, which dates from the early 19th century, has long been an important symbol of the institution. Initial research focused on the style and construction of carved eagles contemporary with the Senate. In addition, contacts were made with museums that house such eagles for further research.

Loans To and From the Collection

A total of 68 historic objects and paintings are currently on loan to the Curator's Office on behalf of Senate leadership and officials in the Capitol. The staff added loans of six paintings for leadership suites, returned five paintings at the expiration of their loan periods to their respective owners, and renewed loan agreements for 29 other objects.

The Office continued to document, photograph, and prepare various Senate Collection objects planned for exhibition in the CVC. Several of the objects (from an oil painting to a silver snuff box) will require conservation prior to installation in the exhibit hall, and the Curator's office is assisting in this conservation.

Since 1982 the Senate has loaned a major historical painting, *The Battle of Cha-pultepec* by James Walker, to the Marine Corps Historical Museum in Washington, D.C. Originally the painting was displayed in the West Grand Stairway of the Senate wing from 1858 until 1961. The Marine Corps relocated to a new museum facility in 2005, terminating the Senate loan. Given the painting's size, the Curator's Office was tasked to identify another location for the painting. This historic work will be relocated to the Thomas Gilcrease Institute of American History and Art in Tulsa, Oklahoma, in early 2006. The Gilcrease Museum will provide an excellent venue for continued public display of the painting within the context of the history of the southwest region of the country. Development of a plan to safely remove the painting from display and transport it to its new location was greatly enhanced by consultation with the conservator on the Senate Curatorial Advisory Board.

The Secretary's china was distributed and returned four times in 2005. It was used for the Inaugural luncheon, as well as the First Lady's luncheon. The inventory was increased with the acquisition of 85 cups and saucers. The official Senate china was inventoried and used at 41 receptions for distinguished guests.

Publications and Exhibitions

The Curator's Office finalized the content and design for the *United States Senate Catalogue of Graphic Art*. The publication is scheduled for 2006. The volume features the Senate's collection of more than 900 historic engravings and lithographs, and includes two full-length essays and almost 40 short essays discussing selected prints. The Senate Curator and Associate Senate Historian co-authored the publication. It is a companion volume to the *United States Senate Catalogue of Fine Art*, published in 2003.

As part of an ongoing program to provide information about the Capitol's art and historic spaces, three new information panels were installed for the following paintings: *The Florida Case before the Electoral Commission*; *The Battle of Lake Erie*; and *First Reading of the Emancipation Proclamation by President Lincoln*.

In July 2005, to commemorate the 200th anniversary of the birth of artist Constantino Brumidi, the office de-installed the popular photographic exhibition, *World War II: The Senate and the Nation's Capital* and installed *To Make Beautiful the Capitol: Birds of the Brumidi Corridors*. This exhibition places in context the myriad of ornithological species that were painted by Brumidi and his team of artists. An online version of the exhibit was also developed for the Senate.gov website.

Several other internet exhibits were posted including, Presidential Inaugurations: Invitations and Tickets in the U.S. Senate Collection and *Inaugural Luncheons*. The Office received delivery of the program files for two major websites, *Isaac Bassett: A Senate Memoir*, and *The Senate Chamber Desks*. Both were developed in conjunction with the Secretary's webmaster and a contractor. *Isaac Bassett* features selections from the Isaac Bassett manuscript collection, with illustrations from the Senate's collection of art and historical objects. It highlights life in the 19th century Senate based on Bassett's personal observations and recollections. His unique position as a trusted, long-time employee of the Senate and close confidant of many Senators make the stories he included in his memoir both engaging and enlightening. The website features actual images of Bassett's handwritten notes and an interactive time line.

The Senate Chamber Desks website chronicles the history of these historic furnishings, many of which date back to 1819. Viewers will see where each Senator sits and learn specific information about each desk: biographical information on the Senators who have occupied it; conservation and restoration information; and traditions and historical facts. This site will be launched in 2006, and updated at the beginning of each Congress to provide current information.

Another educational project was the development of an oral history program related to the Senate's art and historical collections. Artists were interviewed to gain valuable knowledge regarding recently commissioned portraits and this information will be posted on the Senate website in the near future.

Adding to its presence on Senate.gov, the Office published the essays of the 160 pieces of art in the *United States Senate Catalogue of Fine Art*. Several popular brochures were reprinted in 2005, and the office continued to be a significant contributor to *Unum*, the Secretary of the Senate's newsletter.

Policies and Procedures

Meetings were held with the new Senate Curatorial Advisory Board. Composed of respected scholars and curators, this 12-member board was established to provide expert advice to the Commission regarding the Senate's art and historic collections and preservation program, and to assist in the acquisition and review of new objects for the collections.

In 2005 the Senate passed legislation codifying the Senate Leadership Portrait Collection, which honors past majority and minority leaders and presidents pro tempore of the Senate. These portraits are to be commissioned after the leaders have completed their service. The resolution also provides that the portraits may hang in the Senate Chamber Lobby at the direction of the Senate.

An electronic tracking system was developed to record progress through the steps of the accessioning process for new additions to the Senate Collection. The system allows reports to be generated that identify what types of documentation have been prepared and what remains to be completed for each new accession.

Collaborations, Educational Programs, and Events

As part of the celebration of the 200th anniversary of the birth of artist Constantino Brumidi on July 26, 2005, the Curator's Office promoted various Senate activities honoring Brumidi. As well as developing the exhibit on the birds of the Brumidi Corridors, the Office worked in partnership with Senate and AOC offices to generate articles and information panels about Brumidi's importance and contributions to the Capitol, and to sponsor special tours highlighting the artist's work.

The Senate Curator and staff gave lectures on the Senate's art and historical collections to various historical societies and art museums, including George Washington University, the Federal Preservation Institute, and the U.S. Capitol Historical Society.

Office Administration

The project to microfiche and digitize the collection object files was completed. These files are the primary legal title, research, and management records for all art and historical objects owned by the Senate and maintained by the Commission on Art. This project also serves important disaster recovery and archival preservation functions. Copies of the microfiche and digital records will be kept off-site for disaster recovery and archival purposes. Additional copies will be used on-site for research and public information in order to lessen the wear and tear on the original paper records.

The Senate Support Facility was completed. The Curator's Office worked for several years with the Sergeant at Arms to develop a space within the warehouse that meets the stringent requirements for storing fine and decorative art. Environmental testing for the museum-quality storage area is now underway, and relocation of collection objects to this space is scheduled for the summer of 2006. The office moved its non-collection items to the new warehouse, including exhibit and art shipping materials, and publications. These items were re-inventoried and new tracking numbers assigned.

Automation

The Office continued to improve its electronic collection management database to provide more efficient and accurate data recording and searches. The addition of several fields to record inventory location, date, and reviewer is one such change that improves the information regarding the current and previous locations for objects. The registration department also implemented an electronic tracking system to improve the accuracy and efficiency of loan renewals.

In addition, the Office researched electronic systems that monitor temperature and relative humidity, to assure the stability of all objects on display and in storage. The ideal system will continuously download data for analysis and provide instant notification via phone, e-mail and/or blackberry when environmental conditions undergo a sudden and potentially damaging change. Staff worked with Senate Security on the initiative. Procurement and installation of the system may occur in 2006.

In an effort to integrate new technologies, improve research capabilities, and address preservation concerns, the Office is developing an organization plan and procedures that will affect all types of files and media collected and maintained. The results will greatly improve response time to information requests, search capabilities for researchers, and the condition of significant reference materials. Related to this effort was the installation of an image management server. This service allows staff to store the many large-sized image files that are so vital to the Office's mission, enables the images to be archived regularly, and prevents the immense number of items from clogging bandwidth time and storage space on the Secretary's LAN servers.

Objectives for 2006

A major initiative will be to relocate Senate Collection items to the new SAA offsite warehouse facility. Work will include: developing an object tracking system; reviewing the SAA warehouse inventory system, access procedures, and protocol; ensuring all equipment, HVAC, and security needs are functioning; coordinating the

move with the assistance of fine art handlers; and developing a procedural document regarding the storage of collection objects at the SAA warehouse.

The Office also will prepare for moving collection objects in 2007 to the two new CVC storage spaces. Based on the recently completed Collection Storage Plan, museum-quality storage equipment will be ordered to house collection objects in these new spaces. Objects in need of archival re-housing will be identified, prioritized, and re-housed in preparation for the move.

The Curator's environmental monitoring systems will be assessed in all locations where collections are displayed or stored. Temporary systems will be installed for evaluation, and following testing, a comprehensive program will be recommended and implemented as appropriate.

An integrated pest management plan will be prepared for all storage spaces where collection items are located. The plan will include procedures for preparation of objects for storage, monitoring of conditions, and developing contacts and resources for disaster recovery.

Conservation and preservation concerns continue to be a priority. Projects in 2006 will include the treatment of several historic paintings and frames, as well as objects for new CVC exhibits. *The Battle of Chapultepec* will be relocated to the Gilcrease Museum in Oklahoma. The Office will build on the information generated by the recently completed mirror survey and develop a plan for the conservation and maintenance of the Senate's historic mirror collection. The restoration of the painting, *First Reading of the Emancipation Proclamation*, by F.B. Carpenter, is now projected to be completed in 2006. Additionally, the Office will focus on the Senate's recently acquired Cornelius & Baker armorial chandelier. Following a condition assessment, the office will work with the Senate Curatorial Advisory Board to review treatment options and recommend a plan for the chandelier to the Commission on Art.

The Office will advance efforts to commission portraits of Senators Byrd, Lott, and Daschle. Unveilings are projected for the portrait of former Senator Bob Dole and the Great Compromise mural.

The Isaac Bassett Papers manuscript collection will be deposited at the National Archives and Records Administration (NARA). Initial meetings have been held with NARA to discuss organization and storage of the collection along with logistical considerations. As a result of the recently completed microfilming project, the office will submit the original collection, microfilm and digital copies of the papers, and extensive indexes for use by future researchers.

The Curator's staff will undertake a comprehensive and detailed survey of the Senate Chamber chairs. While the Senate Chamber desks have been studied extensively, the accompanying chairs, which date from various eras, have never been fully examined. It is hoped that this study will enable the identification and preservation of important chairs that still remain in the Senate.

Collection activities will also include efforts to locate and recover significant historic Senate pieces. Investigations were conducted in 2005 to locate partner desks and other furniture made by George Cobb for the Russell Senate Office building in 1909. A total of twelve desks were identified outside the Senate, and are either in private collections or on display in museums.

In the area of education, the *United States Senate Catalogue of Graphic Art* will be published. The Office will produce a brochure for S–238, the Strom Thurmond Room. Also related to room histories, staff will continue to work with the AOC Curator's Office and Senate Historical Office to finalize the room history program.

The Office will embark on a reorganization of the Senate art website to provide easier, more intuitive access to the Senate's art, historical collections, and online exhibits and publications. This task will be undertaken in coordination with Senate webmaster and Senate Library staff, and will be an important early step in creating and organizing the Senate's web content according to standardized metadata.

The Senate Preservation Board of Trustees will hold its first meeting, and the Senate Curatorial Advisory Board will continue to meet biannually. The Office will work with the Senate Curatorial Advisory Board to review and report on several preservation projects including: the historic structures report for the Senate vestibule, adjacent stairwell, and small Senate rotunda; the preservation of the Minton tile floors; and the current HABS-standard drawing documentation project.

Work is underway to develop a five-year strategic plan for the Office of Senate Curator. This will be an important document for the Office as it moves forward with its many conservation, preservation, and education initiatives. Additionally, the Senate Curator's Continuity of Operations Plan (COOP) will be reevaluated, tabletop exercises conducted, and the COOP document updated.

3. JOINT OFFICE OF EDUCATION AND TRAINING

The Joint Office of Education and Training provides employee training and development opportunities for all Senate staff. There are three branches within the department. The technical training branch is responsible for providing technical training support for approved software packages used in either Washington or the state offices. This branch's computer training staff provides instructor-led classes; one-on-one coaching sessions; specialized vendor-provided training; computer-based training; and informal training and support services. The professional training branch provides courses for all Senate staff in areas including management and leadership development, human resources issues and staff benefits, legislative and staff information, new staff and intern information. The Health Promotion branch provides seminars, classes and screenings on health related and wellness issues. This branch also coordinates an annual Health Fair for all Senate employees and four blood drives each year.

Training Classes

The Joint Office of Education and Training offered 405 classes in 2005; 5,982 Senate employees participated in these classes. This office's registration desk handled 31,960 requests for training and documentation.

Of the above total, in the Technical Training area 187 classes were held with a total attendance of 1,521 students. An additional 770 staff received coaching on various software packages and other computer related issues.

In the Professional Development area 218 classes were held with a total attendance of 4,461 students. Individual managers and supervisors are also encouraged to request customized training for their offices on areas of need.

The Office of Education and Training is available to work with teams on issues related to team performance, communication or conflict resolution. During 2005, over 50 requests for special training or team building were met. Professional development staff also traveled to state offices to conduct specialized training and team building. During the last quarter of the year, we offered training via video teleconferencing to two state offices and plan to continue this practice.

In the Health Promotion area, 1,240 Senate staff participated in Health Promotion activities throughout the year. These activities included: cancer screening, bone density screening and seminars on health related topics. Additionally 1,492 staff participated in the Annual Health Fair held in September.

The Joint Office of Education and Training has been actively working with the Office of Security and Emergency Preparedness to provide security training for Senate staff. In 2005, the Office of Education and Training coordinated 63 sessions of escape hood and other security-related training for 1,010 Senate staff.

State Training

Since most of the classes that are offered are only practical for D.C. based staff, the Office of Education and Training continues to offer the "State Training Fair" which began in March 2000. In 2005, three sessions of this program were offered to 119 state staff. This office also conducted our annual State Directors Forum for the second year and 37 attended. In addition, this office has implemented the "Virtual Classroom" which is an internet based training library of 300+ courses. To date, 379 state office and Washington, D.C. staff are accessing a total of 500 different lessons using this training option.

4. CHIEF COUNSEL FOR EMPLOYMENT

Background

The Office of the Senate Chief Counsel for Employment (SCCE) is a non-partisan office established at the direction of the Joint Leadership in 1993 after enactment of the Government Employee Rights Act ("GERA"), which allowed Senate employees to file claims of employment discrimination against Senate offices. With the enactment of the Congressional Accountability Act of 1995 ("CAA"), Senate offices became subject to the requirements, responsibilities and obligations of 11 employment laws. The SCCE is charged with legal defense of Senate offices in employment law cases at both the administrative and court levels. Also, on a day-to-day basis, the SCCE provides legal advice to Senate offices about their obligations under employment laws. Accordingly, each employing office of the Senate is an individual client of the SCCE, and each office maintains an attorney-client relationship with the SCCE.

The areas of responsibilities of the SCCE can be divided into the following categories: Litigation (Defending Senate Offices in Federal Courts); Mediations to Resolve Lawsuits; Court-Ordered Alternative Dispute Resolutions; Union Drives, Negotiations, and Unfair Labor Practice Charges; OSHA/Americans With Disability Act

("ADA") Compliance; Layoffs and Office Closings In Compliance With the Law; Management Training Regarding Legal Responsibilities; and Preventive Legal Advice.

Litigation; Mediations; Alternative Dispute Resolutions

The SCCE represents each of the employing offices of the Senate in all court actions (including both trial and appellate courts), hearings, proceedings, investigations, and negotiations relating to labor and employment laws. The SCCE handles cases filed in the District of Columbia and cases filed in any of the 50 states.

OSHA/ADA Compliance

The SCCE provides advice and assistance to Senate offices by assisting them with complying with the applicable OSHA and ADA regulations; representing them during Office of Compliance inspections; advising State offices on the preparation of the Office of Compliance's Home State OSHA/ADA Inspection Questionnaires; assisting offices in the preparation of Emergency Action Plans; and advising and representing Senate offices when a complaint of an OSHA violation has been filed with the Office of Compliance or when a citation has been issued.

In 2005, the SCCE conducted 131 OSHA/ADA inspections of Senate offices to ensure compliance with the CAA.

Management Training Regarding Legal Responsibilities

The SCCE conducts legal seminars for the managers of Senate offices to assist them in complying with employment laws.

In 2005, the SCCE gave 56 legal seminars to Senate offices. Among the topics covered were:
—An Overview of the Congressional Accountability Act of 1995: Management's Rights and Obligations;
—Preventing Sexual Harassment in the Workplace;
—How to Interview and Hire the Best Employee Without Violating the Law;
—How to Conduct Background Checks, Reference Checks and Drug Testing Without Violating the Law;
—Complying with Immigration Laws: I–9 and the Basic Pilot Program for Employment Eligibility Confirmation;
—Labor-Management Overview: Union Post-Election Procedures;
—Complying with the Americans with Disabilities Act of 1990;
—Management's Legal Obligations to Give Military Leave to Employees;
—Legal Pitfalls in Evaluating, Disciplining and Firing Employees;
—How to Comply with the Family and Medical Leave Act.

In addition, in 2005, the SCCE prepared new videos to accompany its harassment seminar. This involved writing the scripts, recruiting Senate employees to participate, training the "actors," and working with the Recording Studio to direct, record, edit and finalize the vignettes. The purpose of the vignettes is to illustrate points raised during the harassment seminar with examples that are Senate-specific. The SCCE has received extremely positive feedback from Members' offices at which the harassment seminars have been given using these new videos.

Preventative Legal Advice

The SCCE meets with Members, Chiefs of Staff, Administrative Directors, Office Managers, Staff Directors, Chief Clerks and General Counsels at their request. The purposes are to ensure compliance with the law, prevent litigation and minimize liability in the event of litigation. For example, on a daily basis, the SCCE advises Senate offices on matters such as disciplining and/or terminating employees in compliance with the law, handling and investigating sexual harassment complaints, accommodating the disabled, determining wage law requirements, meeting the requirements of the Family and Medical Leave Act, and management's rights and obligations under union laws and OSHA.

Administrative/Miscellaneous Matters

The SCCE provides legal assistance to employing offices to ensure that their employee handbooks/office policies, supervisors' manuals, job descriptions, interviewing guidelines, and performance evaluation forms comply with the law

Union Drives, Negotiations, and Unfair Labor Practice Charges

In 2005, the SCCE handled one union drive and assisted in negotiations with another union. With respect to the union drive, the SCCE trained managers and supervisors regarding their legal obligations during a union campaign, advised the client in selecting its representatives for the election and conducted training sessions for the employer representatives regarding proper conduct at elections.

Layoffs and Office Closings in Compliance with the Law

The SCCE provides advice and strategy to individual Senate offices regarding how to minimize legal liability in compliance with the law when offices reduce their forces. In addition, pursuant to the Worker Adjustment and Retraining Notification Act (WARN Act), offices that are closing must follow certain procedures for notifying their employees of the closing and for transitioning them out of the office. The SCCE tracks office closings and notifies those offices of their legal obligations under the WARN Act.

5. SENATE GIFT SHOP

The Senate Gift Shop was established under administrative direction and supervision of the Secretary of the Senate (SOS) in October 1992, (United States Code, Title 2, Chapter 4). With each successive year since its establishment the Senate Gift Shop has continued to provide outstanding products and services that maintain the integrity of the Senate as well as increase the public's awareness of the mission and history of the U.S. Senate. The Gift Shop provides products and services to Senators, their spouses, staffs, constituents, and visitors. Products include a wide variety of souvenirs, collectibles and fine gift items created exclusively for the U.S. Senate. Services include special ordering of personalized products, custom framing, gold embossing, engraving and shipping. Additional services include the distribution of educational materials to both tourists and constituents visiting the Capitol and Senate Office Buildings. New this year is the Senate Gift Shop's presence on Webster.

Facilities

For several years the Senate Gift Shop offered over-the-counter sales to walk-in customers at a single location. Today, after more than a decade of operation, the Gift Shop provides products and services from three locations.

In addition to the three physical locations, the Gift Shop has developed an online presence on Webster. The intranet site currently offers only a limited selection of products that may be ordered either by phone or by printing and faxing the on-site order form. Long-term plans are to grow this site to include a greater sample of merchandise offered in the Gift Shop's physical locations and to eventually migrate to an e-commerce website with online transactions. Along with offering over-the-counter, walk-in sales, and limited intranet services, the Gift Shop Administrative Office provides mail order service, special order and catalogue sales.

The Gift Shop also maintains two warehouse facilities. While the bulk of its overstock is currently held in an off-site storage facility, a portion of the Gift Shop's overstock is maintained in the Hart Building warehouse facility. This space also accommodates the Gift Shop's receiving, shipping, and engraving departments.

Operational plans for the off-site facility include having most, if not all, Gift Shop product delivered, received and stored at this location until the need for transfer to Gift Shop locations. Although the overall management of the warehouse is through the Sergeant at Arms (SAA), the Director of the Gift Shop has responsibility for the operation and oversight of the interior spaces assigned for Gift Shop use. Storing inventory in a centralized, climate-controlled facility that is managed by the SAA will provide better protection for the Gift Shop's valuable inventory in terms of increased and steadfast security as well as prolonged shelf life for product.

Sales Activity

Sales recorded for fiscal year 2005 were $1,591,244.36. Cost of goods sold during this same period was $1,006,655.30, accounting for a gross profit on sales of $584,589.06.

In addition to tracking gross profit from sales, the Senate Gift Shop maintains a revolving fund and a record of inventory purchased for resale. As of October 1, 2005, the balance in the revolving fund was $1,833,614.70 and the inventory purchased for resale was valued at $2,295,554.07.

Additional Activity

The contractor selected to provide the hardware and system installation of the new retail and financial management system has completed its contractual obligations to the Senate Gift Shop with the final deliverables completed in 2005. The contractor will continue to provide hardware and software support for the retail system.

Accomplishments and New Products in Fiscal Year 2005

Official Congressional Holiday Ornaments

The year 2005 marked the conclusion of the Gift Shop's third consecutive "four-year ornament series." Each ornament in the 2002–2005 series of unique collectibles features an architectural milestone of the United States Capitol and is packaged

with corresponding historical text taken from the book, *History of the United States Capitol: A Chronicle of Design, Construction, and Politics* by William C. Allen, Architectural Historian for the Architect of the Capitol.

The 2005 ornament pictures the Capitol's West Front with particular emphasis on the newly landscaped lawn and terraces. Congress authorized the landscape improvements in 1873, and on June 23, 1874, passed an act to hire the first landscape architect of the United States Capitol, Frederick Law Olmsted. Olmsted's idea for redesigning the landscape of the Capitol grounds is illustrated in a drawing titled "General Plan for the Improvement of the Capitol Grounds." In keeping with a Gift Shop tradition, the authentic colors of the original drawing were reproduced onto a white porcelain stone and set with a brass frame finished in 24kt gold.

Sales of the 2005 holiday ornament exceeded 32,000 ornaments of which more than 7,400 were personalized with engravings designed, proofed and etched by Senate Gift Shop staff. This highly successful effort was made possible by the combined effort of our administrative, engraving, and store staffs. Additional sales of this ornament and ornaments from previous years are expected to continue throughout 2006. Sales revenue from this year's ornament, as in previous years, helps to provide scholarship funds for the Senate Child Care Center.

The theme for the Gift Shop's fourth series of ornaments, which will run from 2006–2009, is currently in development with production of the 2006 ornament targeted for this summer and sale of the ornament expected to begin in September 2006.

China Porcelain Boxes

The final porcelain "Brumidi" box in a set of four was completed and released for sale in 2005. Each box displays a different image from the Constantino Brumidi frescoes taken from the ceiling of the President's Room in the Senate Wing of the United States Capitol. The individual boxes of the series include the allegorical figures: Liberty, Legislation, Executive Authority and Religion. These porcelain boxes, exclusive to the Senate Gift Shop, will be popular collector items for many years to come.

Projects and New Initiatives for 2006

History of the Capitol

The Gift Shop will purchase for resale the book, *History of the Capitol*, (H. Doc. 108–240) by Glenn Brown. When the GPO publication is released for sale to distributors and retailers in 2006, the Gift Shop plans to purchase a substantial quantity to ensure availability to its customers for an extended period of time.

Congressional Plates

The series of Official Congressional Plates continued in 2005 with new design features beginning with the 108th Congress plate, which became available for sale this past year. The balance of the series includes plates commemorating the 109th, 110th and 111th Congresses. The design stage for the remaining plates has concluded and prototypes for the final three are being produced by Tiffany & Co.

Constantino Brumidi Birthday Celebration

The year 2005 marked the 200th Birthday of Constantino Brumidi, "The Artist of the Capitol." In celebration of this special occasion, the staff of the Gift Shop worked closely with the staff of the Curator's Office on an initiative to add to our collection of Brumidi-inspired merchandise. The new products include a designer collection of note cards depicting images of birds taken from the frescoes gracing the walls of the Capitol's Brumidi corridors. Other products featuring Brumidi's artwork that are currently offered for sale in the Senate Gift Shop include neckties, scarves, round porcelain boxes and the book *Brumidi "Artist of the Capitol."* Additional Brumidi pieces are in production.

Intranet/Webster

The Webster intranet website for the Gift Shop continues to be enhanced. Primary considerations include website policy, design and layout, content and products to be included. Meetings concerning the creation and expansion of the Gift Shop's website are ongoing with other Secretary departments. The Gift Shop's intends to incorporate links to the offices of the Historian, Curator and Senate Library so that visitors to the website will have ready access to additional educational information.

Capitol Complex Lumber

In the fall of 2001 the construction of the Capitol Visitor Center (CVC) required the removal of many trees from the Capitol complex. During this time, Allegany Wood Products (Allegany) of Petersburg, West Virginia, assisted in determining the

best method for the recover and transport of the felled trees. Arrangements were made for a local West Virginia trucking company to travel to Washington, D.C., to pick up and haul the cut trees to one of Allegany's lumber mills, where the trees could be rough cut and kiln dried, a process which makes possible the preservation and long-term storage of the lumber. The stored lumber approximating 12,000 board feet is now being inventoried and segregated by species. Plans to determine the most appropriate use for the lumber will be developed this year. Preliminary ideas involve using a quantity of wood to create "official products" such as presentation, gift and commemorative items.

6. HISTORICAL OFFICE

Serving as the Senate's institutional memory, the Historical Office collects and provides information on important events, precedents, dates, statistics, and historical comparisons of current and past Senate activities for use by members and staff, the media, scholars, and the general public. The Office advises Senators, officers, and committees on cost-effective disposition of their non-current office files and assists researchers in identifying Senate-related source materials. The Office keeps extensive biographical, bibliographical, photographic, and archival information on the 1,885 former Senators. It edits for publication historically significant transcripts and minutes of selected Senate committees and party organizations, and conducts oral history interviews with key Senate staff. The photo historian maintains a collection of approximately 40,000 still pictures that includes photographs and illustrations of Senate committees and most former Senators. The Office develops and maintains all historical material on the Senate website.

Editorial Projects

Biographical Directory of the U.S. Congress, 1774–2005.—A new edition of the *Biographical Directory of the U.S. Congress* has just been published. In May 2003, both houses of Congress adopted H. Con. Res. 138, authorizing printing of an updated and expanded edition of the *Biographical Directory of the United States Congress, 1774–2005*. The first edition of this indispensable reference source was published in 1859; the most recent edition appeared in 1989. This latest publication is the 16th edition. Since 1989, the assistant historian has added many new biographical sketches, expanded bibliography entries, and revised and updated most of the database's nearly 2,000 Senate and vice-presidential entries. In preparation for the 2005 edition, the assistant historian and historical editor updated the Congress-by-Congress listing of members through the 108th Congress and updated the listing of executive branch officers. The assistant historian completed the editing and proofing of all Senate-related information, coordinating with the House Office of History and Preservation and the Government Printing Office. The assistant historian also continues to edit and update all existing information for the online version of the *Biographical Directory* (http://bioguide.congress.gov) to allow for expanded search capabilities, maintain accuracy, and incorporate new information and scholarship.

Administrative History of the Senate.—Throughout 2005, the assistant historian continued to research and write chapters of this historical account of the Senate's administrative evolution. This study traces the development of the offices of the Secretary of the Senate and Sergeant at Arms, considers 19th and 20th century reform efforts that resulted in reorganization and professionalization of Senate staff, and looks at how the Senate's administrative structure has grown and diversified over the past two centuries. In particular, during the past year the assistant historian completed the work's pivotal third chapter, which explores the Senate's administrative history from 1836 to 1861, when Asbury Dickins was Secretary of the Senate. During this period, the first major administrative reform effort was launched, resulting in an expanded and more professional work force.

"The Idea of the Senate".—For more than two centuries, Senators, journalists, scholars, and other first-hand observers have attempted to describe the uniqueness of the Senate, emphasizing the body's fundamental strengths, as well as areas for possible reform. From James Madison in 1787 to Robert Caro in 2002, sharp-eyed analysts have left memorable accounts that may help modern Senators better understand the Senate in its historical context. Pulitzer Prize-winning journalist Allen Drury's 1943 comment about the Senate of his day—"There is a vast area of casual ignorance concerning this lively and appealing body"—retains a ring of truth for modern times. The "Idea of the Senate" project will identify up to 40 major statements by knowledgeable observers. Each of the 40 brief chapters in the resulting publication will include a 500-word quotation and an essay that identifies the background of the observer and places the quotation in the context of the times in which it was written.

"Rules of the United States Senate, Since 1789".—In 1980, Parliamentarian Emeritus Floyd M. Riddick, at the direction of the Senate Committee on Rules and Administration, prepared a publication containing the eight separate codes of rules that the Senate adopted between 1789 and 1979. In the early 1990s, the Senate Historical Office, in consultation with Dr. Riddick, developed a project to incorporate an important feature not contained in the 1980 publication. Beyond simply listing the eight codes of rules, our goal is to show how the Senate's current rules have evolved from earlier versions, including rules both added and dropped between codifications. Some modern Senate rules have their origins in the first code of rules that the Senate adopted in 1789. Many of those first rules can be traced to even earlier times—to rules Thomas Jefferson prepared in 1776 for the Continental Congress. This work, to be completed within the coming year, will contain the original text of all standing rules, beginning with those the Senate adopted on April 16, 1789. It will reprint each of the seven subsequent codifications (1806, 1820, 1828, 1868, 1877, 1884, and 1979) along with changes adopted between each codification. Appendices will contain related rules of the Continental Congresses, the Maryland General Assembly (1777), the Senate of the Confederate States of America, Senate Impeachment Rules from 1798, and the abandoned joint rules of Congress. Footnotes and sidebars will provide brief explanations of the reasons for significant changes.

"Senate Stories: 200 Notable Days, 1787–2002".—This publication will present 200 brief stories featuring the Senate's best-loved and most notorious former members, its triumphs and tragedies, and some lesser-known moments that reflect the Senate's character as the "World's Greatest Deliberative Body." Readers will learn how the Senate was created, who became the first cabinet member to be confirmed (and the first rejected), how decorum was not always strictly maintained on the Senate floor, and how a certain Senator's toupee signaled a change in the seasons. These 200 historical essays are drawn from a larger number prepared during an eight-year period for weekly delivery to an audience of several dozen senators. Those Senators appeared to appreciate these essays for adding historical context to their daily responsibilities. Historical Office staff researched and compiled sources and photographs for each essay to be included in the publication.

Joint Congressional Committee on Inaugural Ceremonies (JCCIC).—In 2005, Historical Office staff assisted with preparations and editing of printed materials, followed up on questions and reference requests forwarded to them by the JCCIC, made minor changes to the Web site as needed, and assisted the Recording Studio with preparing and editing text for the 2005 Inaugural video. Staff participated in an on-camera interview, responding to historical questions about presidential inaugurations, for use in the Inaugural video. Staff continues to maintain the Inaugural website as stewards until the next JCCIC forms in 2008.

Oral History Program

The Historical Office conducts a series of oral history interviews that provide personal recollections of various Senate careers. This year, interviews were completed with Leonard Weiss, former staff director of the Governmental Affairs Committee; Timothy Wineman, Senate Financial Clerk; and Dennis W. Brezina, former staff member of the Subcommittee on Government Research. Several interviews are in progress, and the interviews of Chuck Ludlam, former staff member of the Separation of Powers Subcommittee, have been processed and opened for research. The complete transcripts of 20 interviews have also been posted on the Senate's Web site.

Member Services

Members' Records Management and Disposition Assistance.—The Senate archivist continued the program of assisting members' offices with planning for the preservation of their permanently valuable records, emphasizing the importance of managing electronic records, and transferring valuable records to a home-state repository. The archivist began revising the *Records Management Handbook for United States Senators and Their Archival Repositories*. The archivist continued to work with staff from all repositories receiving senatorial collections to ensure adequacy of documentation and the transfer of appropriate records with adequate finding aids. The archivist provided briefing materials to transition offices and met with staff. The archivist conducted a seminar on records management for Senate offices and participated in the Senate Services Fair. The archivist participated in a panel discussion at the annual meeting of the Association of Centers for the Study of Congress on "Developing a Collaborative Approach to Web-Based Content (for congressional papers collections)," and also in the second symposium sponsored by the John H. Brademas Center for the Study of Congress at New York University, which focused on the development of a policy for the papers of public officials. The archivist orga-

nized and led a session on procedures for handling classified documents that are discovered in members' collections after they have been donated to an archival repository. This was presented at the Society of American Archivists annual meeting.

Committee Records Management and Disposition Assistance.—The Senate archivist provided each committee with staff briefings, record surveys, guidance on preservation of information in electronic systems, and instructions for the transfer of permanently valuable records to the National Archives' Center for Legislative Archives. 2,966 cubic feet of Senate records were transferred to the Archives. The archivist revised and published the *Records Management Handbook for United States Senate Committees*. Part of the revision entailed developing, with assistance from National Archives (NARA) staff, a protocol for transfer of electronic records to NARA's Center for Legislative Archives. The Committee on Homeland Security and Governmental Affairs and its archivist developed and successfully implemented a project using this protocol to appraise and transfer electronic records to the archives. The archivist worked with the Budget Committee to find professional assistance to perform a records survey and to begin comprehensive archival processing of older transfers for the purpose of assuming better intellectual control over their historical collection. The archival assistant continued to provide processing assistance to committees and administrative offices in need of basic help with noncurrent files. The archival assistant produced committee archiving reports in Access database format covering records' transfers for the past year. The archivist will use these reports in 2006 to provide committees with suggestions for improvements. The archivist hosted a tour and briefing for chief clerks at the Center for Legislative Archives.

"Senate Historical Minutes".—The Senate historian continued a nine-year series of "Senate Historical Minutes," begun in 1997 at the request of the Senate Democratic Leader. In 2005, the historian prepared and delivered a "Senate Historical Minute" at 21 Senate Democratic Conference weekly meetings. These 400-word Minutes were designed to enlighten members about significant events and personalities associated with the Senate's institutional development. More than 200 Minutes are available as a feature on the Senate website.

Photographic Collections

The photo historian created the first ever published pictorial directory of Senators, *Faces of the Senate: A Pictorial Directory of United States Senators, 1789–2005*. Since the First Congress convened in 1789, 1,885 men and women have served in the United States Senate. This invaluable reference source contains images of all but 46 of them. The images in the volume are arranged alphabetically by state, and further divided within each state by Senate class. This one-of-a-kind publication offers a unique visual representation of the collective Senate from its inception to the present. Prompted by the desire to make the *Faces* pictorial directory as complete as possible, the photo historian sought and acquired images of nearly 100 former Senators not previously represented in the Office's collection. Many of these newly acquired images were obtained from various universities, historical societies, and state libraries throughout the nation. More than half of the images came from a collection of late 19th- and early 20th-century photo scrapbooks that were donated to the Office at the end of 2004. These scrapbooks were inventoried and copy negatives were made of many of the images contained therein.

The photo historian continued to provide timely photographic reference service, while cataloging, digitizing, re-housing, and expanding the Office's 40,000-item image collection. The office's Continuity of Operations Plan (COOP) and vital electronic records were updated. As a contribution to the office's educational outreach efforts, two online photographic exhibits were created for the Senate website—*Capitol Scenes: 1900–1950* and *World War II: The Senate and the Nation's Capital*. A third online exhibit, *The Senate Through the Ages*, has been created and will be available on the website shortly. A number of Senators' offices were inspired by the *Faces* pictorial directory to display the images of all the Senators who had served from their state. The photo historian worked with the offices on these projects, providing the images and assisting in the design of the displays.

Educational Outreach

Much of the Senate Historical Office's correspondence with the general public takes place through the Senate's website, which has become an indispensable source for information about the institution. The assistant historian and the Historical Office staff maintain and frequently update the Web site with timely reference and historical information. In 2005, the Historical Office received an estimated 1,500 inquiries from the general public, the press, students, family genealogists, congressional staffers, and academics, through the public e-mail address provided on the

Senate website. The diverse nature of their questions reflects the varied levels of interest in how the Senate functions, its institutional history, and the individuals who have served in the body.

In coordination with the Office of Education and Training, Historical Office staff provided seminars on the general history of the Senate, Senate committees, women senators, Senate floor leadership, and the Constitution. Office staff also participated in seminars and briefings for specially scheduled groups. The Senate historian addressed a conference in the United Kingdom entitled, "What Are Senates For?" Sponsored by the University of London's Institute for Historical Research, this symposium was designed to explore further reform opportunities for the House of Lords by examining the experience of legislative upper houses in other western nations. The associate historian delivered the keynote address to the Northern Great Plains History Conference in Eau Claire, Wisconsin, participated in a workshop on "Congress and History" at Washington University in St. Louis, and was part of a panel discussion on "The American Congress" at the National Archives and Records Administration.

Advisory Committee on the Records of Congress.—This eleven-member permanent committee, established in 1990 by Public Law 101–509, meets twice a year to advise Congress and the Archivist of the United States on the management and preservation of the records of Congress. Its Senate-related membership includes appointees of the majority and minority leaders; the Secretary of the Senate, who serves as committee vice chair during the 109th Congress; and the Senate historian. The Historical Office provided support services for the Committee's June and December meetings.

Capitol Visitor Center Exhibition Content Committee.—Staff historians completed their assignments in drafting text for displays in the exhibition gallery of the Capitol Visitor Center. During 2005, the Office assisted Donna Lawrence Productions and Cortina Productions with background material for several visitor orientation films and interactive visual displays.

Association of Centers for the Study of Congress.—In May, the Historical Office assisted with the third annual meeting of the Association of Centers for the Study of Congress. Among the centers involved in this promising new organization are those associated with the public careers of former Senators Howard Baker, Bob Dole, Everett Dirksen, Thomas Dodd, Wendell Ford, Hubert Humphrey, Richard Russell, John Stennis, and John Glenn.

7. HUMAN RESOURCES

The Office of Human Resources was established in June 1995 as a result of the Congressional Accountability Act. The Office focuses on developing and implementing human resources policies, procedures, and programs for the Office of the Secretary of the Senate that fulfill the legal requirements of the workplace and complement the organization's strategic goals and values.

This includes recruiting and staffing; providing guidance and advice to managers and staff; training; performance management; job analysis; compensation planning, design, and administration; leave administration; records management; employee handbooks and manuals; internal grievance procedures; employee relations and services; and organizational planning and development.

The Human Resources Office also administers the Secretary's Public Transportation Subsidy program and the Summer Intern Program that offers college students the opportunity to gain valuable skills and experience in a variety of Senate support offices.

Classification and Compensation Review Completed

HR conducted a complete classification and compensation study. This work product is the single largest program to come from this office since its inception. The classification study includes a comprehensive collection of current job classifications and specifications for every position in the Office. Other federal agencies are looking to move from the GS schedule to this concept of broad banding, which allows greater flexibility in "pay for performance" models rather than simple graduated steps.

Policies and Procedures

The Secretary, through HR, is updating and revising the Employee Handbook of the Office of the Secretary. With nuances in employment law and other advances, the policies are being reviewed, coordinated with counsel, revised and updated. An entirely new updated Employee Handbook will be available in 2006.

Employee Self-Service (ESS)

HR has implemented use of the Employee Self-Service system (ESS) which is a secure system enabling Secretary staff to review and update personnel information pertaining to addresses, phone numbers and emergency contact information. Employees are now able to review and correct information to their electronic personnel records maintained by HR. Staff and managers can also access leave records and reports through this system. The ability to review and update this information is instrumental to maintaining accurate contact lists for emergencies or other contingencies.

ESS is a useful communication method among a large staff. It is incumbent upon the department to find ways to solicit the feedback, suggestions and insight of staff in an effort to continually improve processes and procedures. One way we have incorporated this effort is in the ESS system. There is a "suggestion box" component to this service that allows staff to anonymously send a message to HR with a concern or suggestion, to be considered by HR and/or the Executive Office.

Recruitment and Retention of Staff

HR has the ongoing task of advertising new vacancies or positions, screening applicants, interviewing candidates and assisting with all phases of the hiring process. HR will coordinate with the Sergeant at Arms HR to post all SAA and Secretary vacancies on the Senate intranet so that the larger Senate community may access the posting from their own offices.

HR assists in advising on performance-related issues and meets with staff and supervisors to develop performance improvement plans. Such plans help in both the development of a productive staff member and in making disciplinary recommendations when necessary.

Outreach

HR conducted the first Elder Care Fair that was made available to all Senate staff on October 24, 2005. The event provided an opportunity for staff to learn about and access local and nationwide services available to assist the elderly and those responsible for their care.

Comprehensive resource manuals were created and distributed throughout the Senate and have been requested by specific offices, committees, and departments. The goal is to conduct an Elder Care Fair every other year.

Training

In conjunction with the Senate Chief Counsel for Employment, HR works to prepare training for department heads and staff. Some of the training topics include Sexual Harassment, Interviewing Skills, Conducting Background Checks, Providing Feedback to Employees and Goal Setting.

Interns and Fellows

HR coordinates both the Secretary's internship program and the Heinz Fellowship program. From advertising, conducting needs analyses, communicating, screening, placing and following up with all interns, HR keeps a close connection with the interns to make the internship most beneficial to them and the organization.

8. INFORMATION SYSTEMS

The staff of the Department of Information Systems provides technical hardware and software support for the Office of the Secretary of the Senate. Information Systems staff also interface closely with the application and network development groups within the Sergeant at Arms (SAA), the Government Printing Office (GPO), and outside vendors on technical issues and joint projects. The Department provides computer related support for all LAN-based servers within the Office of the Secretary of the Senate. Information Systems staff provide direct application support for all software installed workstations, initiate and guide new technologies, and implement next generation hardware and software solutions.

Mission Evaluation

The primary mission of the Information Systems Department is to continue to provide the highest level of customer satisfaction and computer support for all departments within the Office of the Secretary of the Senate. Emphasis is placed on the creation and transfer of legislation to outside departments and agencies, meeting Disbursing office financial responsibilities to the member offices, and office mandated and statutory obligations.

Staffing and Functionality

No incremental staffing changes occurred in fiscal year 2005. The staffing level has remained unchanged since 1998, although functional responsibilities for support in other departments have expanded. Information System staff functionality was expanded by moving the IT structure from a local LAN support structure to an enterprise IT support process. Improved diagnostic practices were adopted to expand support across all Secretary Departments. Several departments, namely Disbursing, Chief Counsel for Employment, Office of Public Records, Page School, Senate Security, Stationery and Gift Shop previously employed dedicated information technology staff resident within the offices. Public Records, Stationery, and Gift Shop remote support was added in 2005. Information Systems personnel continue to provide a multi-tiered escalated hardware and software support for these offices.

For information security reasons, departments have implemented isolated computer systems, unique applications, and isolated local area networks. The Secretary of the Senate network is a closed local area network to all offices within the Senate. Information Systems staff continue to provide a common level of hardware and software integration for these networks, and for the shared resources of interdepartmental networking. Information System staff continue to actively participate in all new project design and implementation within the Secretary of the Senate operations.

Improvements to the Secretary's LANs

The Senate chose Windows NT as the standard network operating system in 1997. The continuing support strategy is to enhance existing hardware and software supports provided by the Information Systems Department, and augment that support with assistance from the SAA whenever required. The network supports approximately 300 users' accounts and patron accounts in the Capitol, the Senate Hart, Russell, and Dirksen Buildings, and the Page School. The total number of hardware servers retired in 2005 was 16.

Fiscal Year 2005 Summary Results

The Active Directory and Messaging Architecture (ADMA) marks the first time that all Secretary IT equipment is operating in a pure client/server relationship. The IT infrastructure foundation is now positioned for scaleable and expanded growth in all Secretary offices.

The ADMA project implementation provided a central point of IT system administration, and the opportunity to implement enterprise wide solutions, namely Outlook Web Access and remote messaging, offsite access to Webster, LIS, and newswire services.

Improvements incorporated in the Amendment Tracking Project now provide submitted as well as proposed amendments scanned for all Member offices.

Microsoft released 37 critical security updates for each workstation in 2005. Information System staff incorporated new techniques to test and deploy these updates to all systems. Coupled with a secure "wake-up-on-LAN" technology, workstations that are turned off can now securely powered up on the weekend, security updates installed, turned off, and ready for "business as usual" on Monday morning.

Active Directory and Message Infrastructure Project (ADMA)

The Microsoft Outlook E-Mail client solution is referred to as the Messaging Architecture and the replacement of the existing Windows NT server installed base is referred to as the Active Directory project. The ADMA plan involved all staff employees and was integrated into one central Active Directory Secretary Enterprise in 2005. Each department (except the Disbursing Office and Chief Counsel for Employment) is now structured as an organizational unit within the new enterprise.

In September 2005, phase one was completed, and phase two (Disbursing) was completed in December 2005.

There are several benefits to the implementation of the ADMA:

—All secure-id and Passface users have remote access to web-mail, Congress.gov, CRS, and news wire services;
—Access to web based services is available from all public and private internet locations;
—Centralized system administrative processes;
—Higher level of active file sharing and improved collaboration between different business functions; and
—Higher levels of messaging functionality during COOP events.

Clearly, the implementation of ADMA for the Secretary involved numerous resources on the part of both the Sergeant at Arms and the Secretary's offices. The

importance of this single project provides the "base" for all future IT related projects in the coming years.

Legislative Operation Upgrades

The technical staff collaborated with the SAA application development software personnel to complete the transition of the Amendment Tracking System workflow process to a web-based solution. This redesign facilitates the scanning of submitted and proposed amendments for all Senate offices.

Stationery Room Renovation Procurement

The Stationery Room awarded a contract to replace the existing hardware servers in August 2005. This process had not been updated in over ten years.

An enhancement to the Stationery Room's services incorporated a Metro Subsidy system which allows Senate offices to request allotted subsidies in advance using a web-browser based connection. SAA provided the web-entry portal at PSQ, and the Secretary's office installed the necessary SQL database server at PSQ. Hardware servers maintained jointly by SAA and the Secretary were initiated in 2005 to provide this advance purchase request.

Curator Project Management Software

In May 2004 a project requirement surfaced to provide the Curator's office with a method to create, edit, publish, and distribute information relative to numerous contracts and outside vendor projects. After evaluating these business requirements, the IT solution implemented now provides multi-user collaboration software to track and monitor these numerous projects.

In parallel, working with SAA Research and Development, this solution was also deemed valuable to other Senate offices. Implementation of this package allows staff to communicate and share files regardless of location. A Senate wide rollout is expected in 2005.

9. INTERPARLIAMENTARY SERVICES

The Office of Interparliamentary Services (IPS) has completed its 24th year of operation as a department of the Secretary of the Senate. IPS is responsible for administrative, financial, and protocol functions for all interparliamentary conferences in which the Senate participates by statute, for interparliamentary conferences in which the Senate participates on an ad hoc basis, and for special delegations authorized by the Majority and/or Minority Leaders. The office also provides appropriate assistance as requested by other Senate delegations.

The statutory interparliamentary conferences are: NATO Parliamentary Assembly; Mexico-United States Interparliamentary Group; Canada-United States Interparliamentary Group; British-American Interparliamentary Group; United States-Russia Interparliamentary Group; and United States-China Interparliamentary Group.

In June, the 44th Annual Meeting of the Mexico-U.S. Interparliamentary Group was held in Rhode Island. Arrangements for this successful event were handled by the IPS staff.

As in previous years, all foreign travel authorized by the Leadership is arranged by the IPS staff. In addition to delegation trips, IPS provided assistance to individual Senators and staff traveling overseas. Senators and staff authorized by committees for foreign travel continue to call upon this office for assistance with passports, visas, travel arrangements, and reporting requirements.

IPS receives and prepares for printing the quarterly financial reports for foreign travel from all committees in the Senate. In addition to preparing the quarterly reports for the Majority Leader, the Minority Leader, and the President Pro Tempore, IPS staff also assists staff members of Senators and committees in completing the required reports.

Interparliamentary Services maintains regular contact with the Office of the Chief of Protocol, Department of State, and with foreign embassy officials. Official foreign visitors are frequently received in this office and assistance is given to individuals as well as to groups by the IPS staff. The staff continues to work closely with other offices of the Secretary of the Senate and the Sergeant at Arms in arranging programs for foreign visitors. In addition, IPS is frequently consulted by individual Senators' offices on a broad range of protocol questions. Occasional questions come from state officials or the general public regarding Congressional protocol.

On behalf of the Leadership, the staff arranges receptions in the Senate for Heads of State, Heads of Government, Heads of Parliaments, and parliamentary delegations. Required records of expenditures on behalf of foreign visitors under authority of Public Law 100–71 are maintained in the Office of Interparliamentary Services.

Planning is underway for the 46th Annual Meeting of the Canada-U.S. Interparliamentary Group, which will be held in the United States in 2006. Advance work, including site inspection, will be undertaken for the Mexico-U.S. Interparliamentary Group and British American Parliamentary Group meetings to be held in the United States in 2007. Preparations are also underway for the spring and fall sessions of the NATO Parliamentary Assembly.

10. LIBRARY

The Senate Library provides legislative, legal, business, and general information services to the United States Senate. The library's collection encompasses legislative documents that date from the Continental Congress in 1774; current and historic executive and judicial branch materials; and an extensive book collection on American politics, history, and biography. Other resources include a wide array of online systems used to provide nonpartisan, confidential, timely, and accurate information services to the Senate. The library also authors content for three websites: Legislative Information Service, Senate.gov, and Webster.

Notable Achievements

Information inquiries increased 26 percent.
LIS nomination records enhanced with links to 1,074 full-text hearings.
Senate Support Facility opened, providing archival storage for library collections.
Project undertaken to provide electronic access to the Senate Historical Office's 3,000-volume book collection.
180 Senate staff were provided LIS instruction.

Information Services

Legal, legislative, business, and general research are the primary components of the Senate Library's mission. The two categories of patron requests are traditional requests resulting from walk-ins, telephone calls, faxes, or e-mails, and requests directed to library-produced web resources. As content providers to three websites—Senate.gov, the Legislative Information System (LIS), and Webster—the library's work flow and procedures, staff skills, and information products have changed significantly and permanently. XML technology has significantly and positively impacted web work flow and work product. As a result, the library can meet the Senate community's ever-increasing reliance on technology with accurate, pertinent, and current information in an even more timely and cost-effective manner. The response to the library's commitment to web initiatives was a 26 percent increase in inquiries from the previous year. This marked the second consecutive year of double-digit increases.

INFORMATION SERVICES TO THE SENATE

Year	Traditional Inquiries	Web Inquiries	Total	Increase from Previous Year
2005	33,080	823,076	856,156	26 percent
2004	33,750	602,236	635,986	38 percent
2003	46,234	348,198	394,432	Baseline

Most of the activities supporting research also reflected significant increases, including 4,015 information packages delivered (+23 percent) and 133,335 photocopies (+13.75 percent). The number of loaned books and documents increased 27 percent to 2,752 and 330 new borrowing accounts were established, bringing the total to 2,667. Other important contributors to the across-the-board increases were the October 2004 Senate-wide release of the library's online catalog, which recorded nearly 4,000 user visits, the interactive *New Books List*, and the new e-mail book ordering service. In addition, more than 4,400 pages were produced from the library's extensive microform collection of newspapers, journals, and congressional documents.

Significant Projects

Supreme Court Nominations

A web-available history documenting the 158 Supreme Court nominations submitted to the Senate since 1789 was compiled and published. This unique web document features confirmation chronologies and embedded links to voting records, nominee biographies, and essays regarding special circumstances. The document has been published on Senate.gov, the Legislative Information System, and the Senate Library's Home Page on Webster.

A related Supreme Court project provides web access to the text of confirmation hearings conducted since 1971 and Senate executive reports issued since 1993. These two categories of important documents were provided through collaboration with the Senate Judiciary Committee, Congressional Research Service (CRS), Government Printing Office (GPO), and Library of Congress Law Library.

Senate Hearings on LIS

The Legislative Information System nomination reports were enhanced with the addition of 886 Senate hearing numbers, the key to identifying a specific transcript in a library or at GPO.

A related LIS project linked the hearing numbers to the full text of hearing transcripts at GPO Access. The June release of this new feature on LIS was followed by a November release on THOMAS. To date, this cooperative project between the Library of Congress and the Senate Library has established 1,074 full-text links to Senate committee hearings.

Appropriations Legislation

The library's popular Appropriations Legislation series documents the history of appropriations measures since fiscal year 1993. The histories were significantly improved with the addition of links to full-text transcripts of nearly 200 Senate Appropriations' hearings. An additional feature that links House hearing information to the web-based library catalog is available to Senate staff through the library's Webster site. Simultaneous dynamic publishing to the histories on Webster, LIS, and Senate.gov was designed by the Web Technology Office and significantly improved editing procedures.

Educational Services

LIS Savvy classes, a new library outreach program, were introduced in March. The one-hour classroom sessions provided 180 Senate staff with expert LIS training from an experienced research librarian. In addition to the scheduled monthly sessions, six more classes, including a teleconference training session, were held to meet the demand. LIS Savvy classes complement the library's responsibility as the Senate's official Help Desk for commercial and legislative databases.

In addition, 204 Senate staff attended library-sponsored seminars and events including Services of the Senate Library Seminars, the Senate Services Fair, Senate Page School tours, state staff orientations, and the annual National Library Week reception and book talk.

During 2005, the library hosted 179 visitors from graduate schools, professional organizations, and federal libraries. The tours included Catholic University and University of North Carolina graduate students; library staff from the Supreme Court, Central Intelligence Agency, and Library of Congress; D.C. Special Library Association members; and participants in the annual GPO Depository Library Conference.

Technical Services

Acquisitions

The library received 11,988 (+2.5 percent) new acquisitions in 2005. Of this number, 7,520 were congressional documents, 3,588 executive branch publications, and the remaining 880 items were books related to politics, American history, or biography.

As a participant in the Federal Depository Library Program (FDLP), the library receives selected categories of legislative, executive, and judicial branch publications from GPO. In 2005, the library acquired 11,108 items through FDLP. The trend to electronically distribute government publications has significantly reduced the overall number of paper documents issued; GPO reports that 95 percent of government documents are now issued electronically. The library responded to this trend by hosting 16,938 electronic catalog links, the majority of which are to government documents.

A major project is the ongoing title-by-title evaluation of executive branch publications. During the fifth year of the project, 1,462 superseded or surplus items were withdrawn from the collection and 628 of these items were donated to requesting federal libraries. The project's final phase will improve organization and access by integrating the retained documents into the book collection. Toward this end, 379 documents were reclassified and merged into the larger primary collection.

Cataloging

The library's productive cataloging staff draws on years of experience to produce and maintain a catalog of more than 166,912 bibliographic items. During the year, 10,385 items were added to the catalog including 5,179 new titles (+10 percent), and 5,689 items were withdrawn. A total of 28,928 maintenance transactions con-

tributed to the catalog's content, currency, and record integrity. The library also contributed 664 personal names and congressional terms to the Name Authorities Cooperative program (NACO) at the Library of Congress. That number is exceptional and underscores cataloging skills and the very special nature of the Senate's collections. As an international authority, NACO's institutional participants create shared cataloging resources for the larger library community.

Staff addressed the longstanding issue of tracking committee hearings. There is often a three to six-month period between the date a hearing is held and publication of the official transcript. To date, 383 records have been created for yet-to-be published hearings. Senate staff and researchers are now able to identify both published and unpublished Senate hearings by searching the library catalog.

Other cataloging projects included assisting the Senate Historical Office in providing electronic access to their 3,000 volume book collection. Once completed, the entire collection will be searchable through the library's online catalog. Since May, records for the first 638 titles have been completed.

Web-Based Catalog

The library's online catalog, containing 166,912 bibliographic records, was released Senate-wide on October 25, 2004. During the first operational year, Senate staff searched the catalog on nearly 4,000 occasions. The public catalog is updated nightly to guarantee that Senate staff will retrieve accurate and timely information on library holdings. The holdings for electronic journals and government-issued serials, including annual reports and recurring documents, were added to the catalog in 2005.

A four-month beta test of the latest catalog upgrade was followed by a June installation of the new 3.3 version. The beta testing provided an opportunity to recommend search and display improvements. Catalog users will see enhanced full-text search capability with system-generated equivalent and substitute terms. For more precision, exact-match searching, which provides more focused results, is also available. The catalog improvements have significantly integrated the majority of library resources onto the Secretary's network.

The library utilizes a statistical and analytical tool, to process raw data from the public catalog web server. This valuable management tool provides information on aggregate catalog usage and will result in improved design and service.

Offsite Storage, Collection Maintenance, and Binding

The Senate Support Facility was completed in December 2005 and will provide long-term, preservation-quality storage for library collections. The library's designated area in the warehouse provides storage for 56,000 volumes, and has on-site security, fire suppression, museum-standard humidity and temperature controls, air filtration, and telecommunications. A collection of 25,000 historic and rare congressional documents will be transferred to the SSF in 2006.

Preservation of the library's 18th and 19th century collections resulted in several initiatives, including a volume-by-volume collection survey that will identify those titles requiring conservation, repair, or replacement. To prevent the growth of mold and mildew, routine monitoring ensures that strict temperature and humidity levels are maintained. To guarantee future availability and preservation, GPO bound 550 library volumes for the permanent collection.

Administrative

Budget

Budget reductions in 2005 totaled $2,544.32. Nine years of budget monitoring has resulted in reductions totaling $73,484.18. Continual review of purchases has eliminated materials not meeting the Senate's current information needs. This oversight is also critical in offsetting cost increases for core materials and for acquiring new materials. The goal is to provide the highest service level using the latest technologies and best resources in the most cost-effective manner.

Continuity of Operations Plan (COOP)

The addition of a laptop computer significantly improved the library's ability to meet COOP-related and special event responsibilities. With added remote access to the Senate.gov content management system (CMS), staff can efficiently update the floor schedule. To meet COOP requirements for an alternate work site, the library's warehouse location will provide staff areas, a core reference collection, and access to the Senate network and telecommunications systems.

Unum, Newsletter of the Office of the Secretary of the Senate

Unum, the Secretary's quarterly newsletter produced by Senate Library staff since October 1997, is an historical record of accomplishments, events, and per-

sonnel in the Office of the Secretary of the Senate. Three issues were published during 2005, including a 16-page commemorative issue honoring the 200th anniversary of Constantino Brumidi's birth. In addition, Senate-wide access to each of the thirty-seven issues was made available through Webster and the library's catalog.

Major Library Goals for 2006

Relocate 25,000 volumes to the Senate Support Facility.
Redesign the library's Webster site.
Identify a COOP-designated reference collection for the Senate Support Facility.
Continue the review and reclassification of executive branch materials.
Add Senate hearing numbers to LIS status reports for the 1987–2000 time period.
Plan for server upgrades in preparation for future catalog requirements.

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2005—ACQUISITIONS

	Books		Government Documents		Congressional Publications				Total
	Ordered	Received	Paper	Fiche	Hearings	Prints	Bylaw	Reports/ Docs	
January	21	65	234	86	206	19	48	342	1,000
February	22	51	208	44	276	13	81	242	915
March	20	81	397	142	243	28	74	273	1,238
1st Quarter	63	197	839	272	725	60	203	857	3,153
April	18	78	161	35	214	35	53	204	780
May	34	98	122	42	183	27	80	367	919
June	27	102	159	396	217	16	72	336	1,298
2nd Quarter	79	278	442	473	614	78	205	907	2,997
July	50	61	170	51	249	21	65	292	909
August	21	75	120	78	276	25	58	324	956
September	33	58	190	201	235	18	148	268	1,118
3rd Quarter	104	194	480	330	760	64	271	884	2,983
October	32	82	187	76	283	17	68	293	1,006
November	48	74	215	49	256	13	56	350	1,013
December	20	55	174	51	288	20	81	167	836
4th Quarter	100	211	576	176	827	50	205	810	2,855
2005 Total	346	880	2,337	1,251	2,926	252	884	3,458	11,988
2004 Total	225	716	2,329	985	3,180	217	1,171	2,955	11,698
Percent Change	53.78	22.91	.34	27.01	−7.99	16.13	−24.51	17.02	2.48

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2005—CATALOGING

| | S. Hearing Numbers Added to LIS | Bibliographic Records Cataloged | | | | | | | Total Records Cataloged |
| | | | Government Documents | | | Congressional Publications | | | |
		Books	Paper	Fiche	Electronic	Hearings	Prints	Docs./Pubs./Reports	
January	42	22	6	17	13	353	4	51	466
February	20	21	2	7	5	258	5	75	373
March	121	25	16	7	2	315	5	114	484
1st Quarter	183	68	24	31	20	926	14	240	1,323
April		38	11	1	8	133	8	108	307
May	14	69	5		7	239	6	88	414
June	44	121	8	2	5	403	6	67	612
2nd Quarter	58	228	24	3	20	775	20	263	1,333
July	647	47	2	2	17	197	2	42	309
August	81	30	6	7	21	158	....	103	325
September	28	49	8	1	7	246	1	98	410
3rd Quarter	756	126	16	10	45	601	3	243	1,044
October	19	30	2	8	4	478	....	49	571
November	46	21	5	2	33	337	....	64	462
December	26	27	14	3	9	262	2	129	446
4th Quarter	91	78	21	13	46	1,077	2	242	1,479
2005 Total	1,088	500	85	57	131	3,379	39	988	5,179
2004 Total	240	425	51	41	37	3,329	164	662	4,709
Percent Change	353.33	17.65	66.67	39.02	254.05	1.50	−76.22	49.24	9.98

54

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2005—DOCUMENT DELIVERY

	Volumes Loaned	Materials Delivered	Fac-similes	Micro-graphics Center Pages Printed	Photo-copiers Pages Printed
January	213	333	119	534	5,874
February	220	271	79	234	10,258
March	254	384	143	479	8,567
1st Quarter	687	988	341	1,247	24,699
April	202	357	75	151	12,082
May	254	280	36	401	9,886
June	225	366	73	413	11,183
2nd Quarter	681	1,003	184	965	33,151
July	210	252	112	158	8,617
August	359	633	111	550	10,268
September	216	317	70	320	13,095
3rd Quarter	785	1,202	293	1,028	31,980
October	207	317	76	374	8,986
November	225	273	38	414	8,894
December	167	232	69	378	5,625
4th Quarter	599	822	183	1,166	23,505
2005 Total	2,752	4,015	1,001	4,406	113,335
2004 Total	2,165	3,265	1,904	4,522	99,636
Percent Change	27.11	22.97	−47.43	−2.57	13.75

11. SENATE PAGE SCHOOL

The United States Senate Page School exists to provide a smooth transition from and to the students' home schools, providing those students with as sound a program, both academically and experientially, as possible during their stay in the nation's capital, within the limits of the constraints imposed by the work situation.

Summary of Accomplishments

Accreditation by the Middle States Commission on Secondary Schools continues until December 31, 2008.

Two page classes successfully completed their semester curriculum. Closing ceremonies were conducted on June 10, 2005, and January 20, 2006, the last day of school for each semester.

Orientation and course scheduling for the Spring 2005 and Fall 2005 pages were successfully completed. Needs of incoming students determined the semester schedules.

Extended educational experiences were provided to pages. Twenty-one field trips, five guest speakers, opportunities to compete in writing and speaking contests, to play musical instruments and vocalize, and to continue foreign language study with the aid of tutors of four languages were all afforded pages. Six field trips to educational sites and three speakers were provided for summer pages as an extension of the page experience. National tests were administered for qualification in scholarship programs as well.

Effective and efficient communication and coordination among the Sergeant at Arms, Secretary, Party Secretaries, Page Program, and Page School continues.

The evacuation plan and COOP have been reviewed and updated. Pages and staff continue to practice evacuating to primary and secondary sites.

The community service project embraced by pages and staff in 2002 continues. Items for gift packages were collected, assembled, and shipped to military personnel in Afghanistan and Iraq. The pages included letters of support to the troops participating in Operation Enduring Freedom. Several recipients of gift packages wrote letters to the pages expressing their appreciation.

Staff and pages participated in escape hood training.

Tutors were trained in evacuation procedures.

Updated materials and equipment were purchased. These included five Titanium calculators, supplemental English textbooks, pre-calculus textbooks, and political science and American government texts.

Faculty have pursued learning opportunities. One participated in the Veterans History Project workshop at the Library of Congress; another attended an AP Physics workshop, a Hazard Communications seminar, the T3 International conference, and a PASCO workshop; and a third attended the National Council of Teachers of Mathematics convention as well as the T3 International Conference and completed two courses in his doctoral program.

All sinks in the science lab have been retrofitted with aspirators.

Summary of Plans

Our goals include:
—Individualized small group instruction and tutoring by teachers on an as-needed basis will continue to be offered.
—Foreign language tutors will provide instruction in French, Spanish, German, Latin, and Japanese.
—The focus of field trips will be sites of historic, political, and scientific importance which complement the curriculum.
—Staff development options will include attendance at a technology conference, seminars conducted by Education and Training, and subject matter conferences conducted by national organizations.
—The community service project will continue.

12. PRINTING AND DOCUMENT SERVICES

The Office of Printing and Document Services (OPDS) serves as the liaison to the Government Printing Office (GPO) for the Senate's official printing, ensuring that all Senate printing is in compliance with Title 44, U.S. Code as it relates to Senate documents, hearings, committee prints and other official publications. The office assists the Senate by coordinating, scheduling, delivering and preparing Senate legislation, hearings, documents, committee prints and miscellaneous publications for printing, and provides printed copies of all legislation and public laws to the Senate and the public. In addition, the office assigns publication numbers to all hearings, committee prints, documents and other publications; orders all blank paper, envelopes and letterhead for the Senate; and prepares page counts of all Senate hearings in order to compensate commercial reporting companies for the preparation of hearings.

Printing Services

During fiscal year 2005, the OPDS prepared 4,439 printing and binding requisitions authorizing the GPO to print and bind the Senate's work, exclusive of legislation and the Congressional Record. Since the requisitioning done by the OPDS is central to the Senate's printing, the office is uniquely suited to perform invoice and bid reviewing responsibilities for Senate printing. As a result of this office's cost accounting duties, OPDS is able to review and assure accurate GPO invoicing as well as play an active role in helping to provide the best possible bidding scenario for Senate publications.

In addition to processing requisitions, the Printing Services Section coordinates proof handling, job scheduling and tracking for stationery products, Senate hearings, Senate publications and other miscellaneous printed products, as well as monitoring blank paper and stationery quotas for each Senate office and committee. The office's online blank paper ordering system, implemented in 2003, continues to be a popular option for Senate staff. The OPDS also coordinates a number of publications for other Senate offices, such as the Curator, Historical Office, Disbursing, Legislative Clerk, and Senate Library in addition to the U.S. Botanic Garden, U.S. Capitol Police and Architect of the Capitol. These tasks include providing guidance for design, paper selection, specifications for quotations, monitoring print quality and distribution. Last year's major printing projects included the Report of the Secretary of the Senate and the Semiannual Report of the Architect of the Capitol. Current major projects for the office include a full color version of the "History of the U.S. Botanic Garden 1861–1991", "Headlines in Senate History" a compilation prepared by the Senate Historical Office, and the "U.S. Senate Catalogue of Graphic Art" a companion volume to the fine art catalogue.

Hearing Billing Verification

Senate committees often use outside reporting companies to transcribe their hearings. The OPDS processes billing verifications for these transcription services ensuring that costs billed to the Senate are accurate. During 2005, OPDS provided commercial reporting companies and corresponding Senate committees a total of 949 billing verifications of Senate hearings and business meetings, a 20 percent increase over the previous year. Over 66,000 transcribed pages were processed at a total billing cost of over $426,000.

The OPDS utilizes a program developed in conjunction with the Sergeant at Arms Computer Division that provides more billing accuracy and greater information gathering capacity, and adheres to the guidelines established by the Senate Committee on Rules and Administration for commercial reporting companies to bill the Senate for transcription services. During 2005 the office continued processing all file transfers between committees and reporting companies electronically, ensuring efficiency and accuracy. Department staff continues training to apply today's expanding digital technology to improve performance and services.

HEARING TRANSCRIPT AND BILLING VERIFICATIONS

	2003	2004	2005	Percent change 2005/2004
Billing Verifications	975	787	949	+ 20.6
Average per Committee	51.3	41.4	49.9	+ 20.6
Total Transcribed Pages	70,532	56,262	66,597	+ 18.4
Average Pages/Committee	3,712	2,961	3,505	+ 18.4
Transcribed Pages Cost	$461,807	$366,904	$426,815	+ 16.3
Average Cost/Committee	$24,288	$19,311	$22,463	+ 16.3

Additionally, the Service Center within the OPDS is staffed by experienced GPO detailees that provide Senate committees and the Secretary of the Senate's office with complete publishing services for hearings, committee prints, and the preparation of the Congressional Record. These services include keyboarding, proofreading, scanning, and composition. The Service Center provides the best management of funds available through the Congressional Printing and Binding Appropriation as committees have been able to decrease or eliminate additional overtime costs associated with the preparation of hearings.

Document Services

The Document Services Section coordinates requests for printed legislation and miscellaneous publications with other departments within the Secretary's Office, Senate committees, and the GPO. This section ensures that the most current version of all material is available, and that sufficient quantities are available to meet projected demands. The Congressional Record, a printed record of Senate and House floor proceedings, Extension of Remarks, Daily Digest and miscellaneous pages, is one of the many printed documents provided by the office on a daily basis. In addition to the Congressional Record, the office processed and distributed 9,984 distinct legislative items in 2005, including Senate and House bills, resolutions, committee and conference reports and executive documents.

CONGRESSIONAL RECORD STATISTICS

	2003	2004	2005
Pages Printed:			
For the Senate	16,835	12,642	16,393
For the House	16,259	14,243	18,394
Total Pages Printed	33,094	26,885	34,787
Copies Printed and Distributed:			
To the Senate	307,917	227,192	295,366
To the House	441,735	331,165	397,327
To the Executive Branch and the Public	449,750	323,957	356,770
Total Copies Printed and Distributed	1,199,402	882,314	1,049,463

CONGRESSIONAL RECORD STATISTICS—Continued

	2003	2004	2005
Production Costs:			
Senate Costs	$9,886,805	$7,961,741	$6,640,823
House Costs	$9,563,592	$9,026,893	$8,933,244
Other Costs	$693,141	$555,010	$440,639
Total Production Costs	$20,143,538	$17,543,644	$16,014,706

Although accessing legislative documents through the World Wide Web is popular, there is still a strong need for printed documents. The OPDS continually tracks demand for all classifications of Congressional legislation and twice yearly adjusts the number of documents ordered in each category to closely match demand. As a result, document waste has decreased significantly over the past several years.

Customer Service

The primary responsibility of the OPDS is to provide services to the Senate. However, the office also has a responsibility to the general public, the press, and other government agencies. Requests for legislative material are received at the walk-in counter, through the mail, by fax, and electronically. In 2005, ordering of legislative documents on-line increased by 260 percent. The Legislative Hot List Link, where Members and staff can confirm arrival of printed copies of the most sought after legislative documents, is popular. The site is updated several times daily each time new documents arrive from GPO to the Document Room. In addition, the office handled thousands of phone calls pertaining to the Senate's official printing, document requests and legislative questions. Recorded messages, fax, and e-mail operate around the clock and are processed as they are received in addition to mail requests. The office stresses prompt, courteous and accurate answers to Senate and public requests.

SUMMARY OF ANNUAL CUSTOMER SERVICE STATISTICS

Year	Congress/session	Public mail	FAX request	On-line request	Counter request
2003	108/1st	1,469	2,596	735	53,040
2004	108/2nd	1,137	2,229	564	36,780
2005	109/1st	1,369	2,326	1,464	40,105

On-Demand Publication

The office produces additional copies of legislation as needed in the DocuTech Service Center which is staffed by experienced GPO detailees. On-demand printing and binding of bills and reports is provided to Member offices and Senate committees. In March 2004, the office coordinated the installation of a new, improved DocuTech high-speed digital copier and production publisher. This machine decreases the quantities of documents printed directly from GPO and increases the ability to reprint documents on-demand on a larger scale. The DocuTech is networked with GPO allowing print files to be sent back and forth electronically. It also provides the advantage of quickly printing necessary legislation for the Senate floor and other offices in the event of a GPO COOP situation. During 2005, the DocuTech Center produced 530 tasks for a total of 891,871 printed pages, a 35 percent increase over the previous year.

Accomplishments and Future Goals

The OPDS experienced an increased volume of business during 2005. Staff members attended both technical and management continuing education courses, always working toward the goal of providing customers, the Senate community and the public, with prompt and accurate service. Future goals include working with the GPO on improving job flow procedures. This includes sending customers electronic proofs for print jobs, as well as developing new database reports on serial set publications for the Senate Library and inventory tracking of materials housed in the new Senate Materials Facility. The Office of Printing and Document Services continues to seek new ways to use technology to assist Members and staff with added services and improved access to information.

13. OFFICE OF PUBLIC RECORDS

The Office of Public Records receives, processes, and maintains records, reports, and other documents filed with the Secretary of the Senate involving the Federal Election Campaign Act, as amended; the Lobbying Disclosure Act of 1995; the Senate Code of Official Conduct: Rule 34, Public Financial Disclosure; Rule 35, Senate Gift Rule Filings; Rule 40, Registration of Mass Mailing; Rule 41, Political Fund Designees; and Rule 41(6), Supervisor's Reports on Individuals Performing Senate Services; and Foreign Travel Reports.

The office provides for the inspection, review, and reproduction of these documents. From October 2004, through September 2005, the Public Records office staff assisted more than 2,200 individuals seeking information from reports filed with the office. This figure does not include assistance provided by telephone, nor assistance given to lobbyists attempting to comply with the provisions of the Lobbying Disclosure Act of 1995. A total of 102,977 photocopies were sold in the period. In addition, the office works closely with the Federal Election Commission, the Senate Select Committee on Ethics and the Clerk of the U.S. House of Representatives concerning the filing requirements of the aforementioned Acts and Senate rules.

Fiscal Year 2005 Accomplishments

The office developed on-site scanning redundancy with other offices under the Office of the Secretary. The office also modernized the on-site public access software.

Automation Activities

During fiscal year 2005, the Senate Office of Public Records developed the capacity to be able to scan time-sensitive documents in the event of a breakdown of the principal scanner.

Federal Election Campaign Act, as Amended

The Act requires Senate candidates to file quarterly reports in a non-election year. Filings totaled 4,447 documents containing 278,264 pages.

Lobbying Disclosure Act of 1995

The Act requires semi-annual financial and lobbying activity reports. As of September 30, 2005, 6,485 registrants represented 20,099 clients and employed 32,890 individuals who met the statutory definition of "lobbyist." The total number of lobbying registrations and reports processed was 49,401.

Public Financial Disclosure

The filing date for Public Financial Disclosure Reports was May 16, 2005. The reports were available to the public and press by Tuesday, June 14th. Copies were provided to the Select Committee on Ethics and the appropriate State officials. A total of 2,900 reports and amendments was filed containing 15,878 pages. There were 301 requests to review or receive copies of the documents.

Senate Rule 35 (Gift Rule)

The Senate Office of Public Records has received over 1,691 reports during fiscal year 2005.

Registration of Mass Mailing

Senators are required to file mass mailings on a quarterly basis. The number of pages was 558.

14. SENATE SECURITY

The Office of Senate Security (OSS) was established under the Secretary of the Senate by Senate Resolution 243 (100th Congress, 1st Session). The Office is responsible for the administration of classified information programs in Senate offices and committees. In addition, OSS serves as the Senate's liaison to the Executive Branch in matters relating to the security of classified information in the Senate. This report covers the period from January 1, 2005 through December 31, 2005.

Personnel Security

Four hundred eighty-five Senate employees held one or more security clearances at the end of 2005. This number does not include clearances for employees of the Architect of the Capitol or for Congressional Fellows assigned to Senate offices. OSS also processes these clearances.

OSS processed 2,361 personnel security actions in 2005, a 24 percent increase from 2004. One hundred-seven investigations for new security clearances were initiated last year, and 58 security clearances were transferred from other agencies. Senate regulations, as well as some Executive Branch regulations, require that indi-

viduals granted Top Secret security clearances be reinvestigated at least every five years. Staff holding Secret security clearances are reinvestigated every ten years. During the past 12 months, reinvestigations were initiated on 70 Senate employees. OSS processed 218 routine terminations of security clearances during the reporting period and transmitted 339 outgoing visit requests. The remainder of the personnel security actions consisted of updating access authorizations and compartments.

Overall, the average time required by the Department of Defense (DOD) and Federal Bureau of Investigation (FBI) for processing security clearances (by means of investigation and adjudication) has increased from 260 days to 332 days. The average time for investigations has increased by 27.7 percent relative to 2004. Since the previous increases for 2002 to 2003 was 66.7 percent and 2003 to 2004 was 25.6 percent, this represents a very significant increase in the last two years. The average time for an initial investigation conducted and adjudicated by the DOD is 305 days from the date that OSS requests the investigation until the letter from DOD granting the clearance is received in Senate Security. The average time for DOD initial investigations increased 19.1 percent.

The periodic reinvestigation process averages 385 days, an increase of 42.6 percent relative to 2004. The average time for an initial investigation conducted by the FBI and adjudicated by DOD is 256 days, while the periodic reinvestigation process averages 447 days. The FBI investigation with DOD adjudication times represents an increase of 1.6 percent and 69.3 percent respectively.

Two hundred thirty-nine records checks were conducted at the request of the FBI, ATF and OPM. One record check each was performed on behalf of OPM and ATF. The remaining checks were performed for FBI. This represents a 15.5 percent increase in records checks completed by OSS.

Security Awareness

OSS conducted or hosted 75 security briefings for Senate staff. Topics included: information security, counterintelligence, foreign travel, security managers' responsibilities, office security management, and introductory security briefings. This represents a 2 percent increase from 2004.

Document Control

OSS received or generated 2,792 classified documents consisting of 90,217 pages during calendar year 2005. This is a 0.4 percent decrease in the number of documents received or generated in 2004. Additionally, 67,899 pages from 4,082 classified documents no longer required for the conduct of official Senate business were destroyed. This represents a 52.9 percent increase in destruction. OSS transferred 700 documents consisting of 26,625 pages to Senate offices or external agencies, down 40.9 percent from 2004. These figures do not include classified documents received directly by the Appropriations Committee, Armed Services Committee, Foreign Relations Committee, and Select Committee on Intelligence, in accordance with agreements between OSS and those committees. Overall, Senate Security completed 7,575 document transactions and handled over 184,742 pages of classified material in 2005, an increase of 40.9 percent.

Secure storage of classified material in the OSS vault was provided for 107 Senators, committees, and support offices. This arrangement minimizes the number of storage areas throughout the Capitol and Senate office buildings, thereby affording greater security for classified material.

Secure Meeting Facilities

OSS secure conference facilities were utilized on 919 occasions during 2005. Use of OSS conference facilities decreased 19.7 percent from 2004 levels. Five hundred forty-six meetings, briefings, or hearings were conducted in OSS' three conference rooms. Of those, twelve were "All Senators" briefings and six were hearings. OSS also provided to Senators and staff secure telephones, secure computers, secure facsimile machine, and secure areas for reading and production of classified material on 373 occasions in 2005.

15. STATIONERY ROOM

The mission of the Keeper of the Stationery is:
—To sell stationery items for use by Senate offices and other authorized legislative organizations.
—To select a variety of stationery items to meet the needs of the Senate environment on a day-to-day basis and maintain a sufficient inventory of these items.
—To purchase supplies utilizing open market procurement, competitive bid and/or GSA Federal Supply Schedules.

—To maintain individual official stationery expense accounts for Senators, Committees, and Officers of the Senate.
—To render monthly expense statements.
—To insure receipt of reimbursements for all purchases by the client base via direct payments or through the certification process.
—To make payments to all vendors of record for supplies and services in a timely manner and certify receipt of all supplies and services.
—To provide delivery of all purchased supplies to the requesting offices.

	Fiscal Year 2005 Statistics	Fiscal Year 2004 Statistics
Gross Sales	$5,247,163	$4,740,221
Sales Transactions	60,247	58,682
Purchase Orders Issued	8,611	6,741
Vouchers Processed	9,206	7,485
Mass Transit Media Sold	75,607	67,836
$20.00	64,527	60,564
$10.00	3,923	3,923
$5.00	7,157	3,148
Time Employees (FTE)	13	13

Fiscal Year 2005 Highlights and Projects

Flag Purchase Modernization Project.—During fiscal year 2005, with the assistance of the Architect of the Capitol and the Senate Sergeant at Arms, the Stationery Room embarked on a program to develop a method in which Member offices could purchase flags which had been flown over the Capitol, but were not date or occasion specific. Research revealed that approximately 37 percent of all flag requests by constituents were only to obtain a flag flown over the Capitol. It was reasoned that if flags could be flown in advance, significant wait times could be reduced. Thus, the Senate Sergeant at Arms PG&DM Division created artwork for a generic customizable flag certificate, along with a CD template that could be used in the customization process. All flags which have been pre-flown come with a Certificate of Authenticity signed by the Architect, certifying each flag has been flown over the United States Capitol. Currently this program is in use by a pilot group of Member offices.

Senate Service Award Project.—At the end of fiscal year 2004, authorization was granted to proceed in the development of a program to recognize Senate staff who have completed twenty and thirty years of Senate service. Working closely with the Committee on Rules and Administration, the Senate Disbursing Office and Stationery Room vendors, a new Service Award Certificate was developed. This project resulted in the presentation of approximately 540 certificates to staff members who were employed in the Senate as of September 2004.

Mass Transit Subsidy Electronic Submissions.—This project came to fruition with a fully functional application developed in-house by the Senate Sergeant at Arms Information and Technology's Research and Development team. This application allows users to submit their requests for Mass Transit media via a web-based solution. Once submitted, the request is filled by Stationery Room staff and notification is made to the requesting office that their media is ready. The Senate currently has 120 offices participating in the Mass Transit Subsidy Program of which 97 offices are submitting requests electronically.

Senate Support Facility.—A new off-site facility affords the Stationery Room a 1,800 square foot secure work area along with an additional pallet storage area which will accommodate 190 pallets of merchandise. Stationery Room staff is also working on logistical and additional usage functions in this modern facility as a tenant user, including the ability to use the assigned space as a distribution center for product.

Computer Modernization.—For over two years, the Stationery Room has worked to achieve modernization of its aged computer system. These efforts culminated in the "rollout" on August 4, 2005 of a new, state of the art sequel-based retail point of sale and accounting system. The base product installation will allow the Stationery Room to manage its inventory by location; provide account holders with detailed monthly transaction information; eliminate paper transaction storage with information stored for retrieval from the system on demand, and a host of other features that new technology now provides.

16. WEB TECHNOLOGY

The Office of Web Technology is responsible for web sites that fall under the purview of the Secretary of the Senate, including: the Senate website, www.senate.gov (except individual Senator and Committee pages); the Secretary website on Webster; an intranet site currently used for file-sharing by Secretary staff only; and a LegBranch web server housing web sites and project materials which can be accessed by staff at other Legislative Branch agencies.

The Senate Web site (www.senate.gov)

The United States Senate Web site celebrated its 10 year anniversary in 2005. The first U.S. Senate home page on the World Wide Web was announced October 20, 1995 on the Senate floor. From the Senate homepage members of the public could easily find the homepages for their own Senators. As the World Wide Web grew, so did the content and mission of Senate.gov. The pages of information became catalogs and databases, but the mission to provide the public with accurate and timely information remained constant.

The second Senate home page, introduced in January 1997, provided a graphical interface, a virtual tour of the Capitol, access to Senate committee pages, and improved access to legislative data. Information about institutional procedures, history, and statistical records were also new to the site.

Senate floor and committee schedule information was provided when the 106th Congress convened and the third home page was launched on January 6, 1999. The site received a Federal Design Award, issued by the National Endowment for the Arts and the General Services Administration. The award recognized the site for "humaniz[ing] the venerable institution of the Senate by making its everyday activities and rich history readily accessible to the public."

The Senate's fourth home page was launched in October 2002 and included the functionality of a powerful, behind-the-scenes content management system. The previous web sites were maintained by a small team of 5 staff who knew HTML and could code content for display in web browsers. This new system allowed non-technical subject experts to post information to the Web site, greatly increasing the amount of relevant information available to the public. Over 30 contributors from eleven departments in the offices of the Secretary and the Sergeant at Arms now publish text and images on the Web site.

In 2005 the newest graphical interface was designed for www.senate.gov, bringing more content to the front page, and providing access to Senators' websites from every page on the site. To help visitors find information, links to popular features were added to the homepage and a new site-wide search, available from every page, was introduced.

The SAA conducted a feasibility study to evaluate the search appliance to see if it is compatible with the Senate environment. Secretary staff did extensive testing during the evaluation period and determined that the new search would work for senate.gov. This department also participated in developing the custom tag for use by Senate offices who want to put a search feature on their own web pages to search only their own web site content.

There were more than 50 million visitors to the Senate website in 2005—five times more than the estimated 8 million visitors in 2001. The latest changes and additions to the Senate Web site will greatly assist these visitors in connecting with their Senators and in finding the information they seek.

Senate.gov Web Development Projects

Web Technology staff worked with content providers to create several special features for the Senate website:

The Political Cartoons of Puck Exhibit

Puck, a satirical weekly magazine that parodied the American political scene was one of the most popular periodicals of the late 19th century. The new Puck Exhibit on senate.gov includes slideshows of Puck cartoons and "Take the Puck Challenge," an innovative, interactive series of riddles designed to give readers insight to the political satire.

Birds of the Brumidi Corridors Exhibit

Constantino Brumidi included designs for more than 350 individual birds of at least 100 species in his paintings in the Senate corridors. A new exhibit on senate.gov features these paintings of birds in several slideshow presentations.

World War II: The Senate and the Nation's Capitol

This slideshow photo exhibit focuses on the Senate and the role it played in supporting the war effort and its aftermath and honors the brave men and women of World War II who sacrificed so much to preserve the ideals of liberty and representative democracy.

LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT

The Legislative Information System (LIS) is a mandated system (Section 8 of the 1997 Legislative Branch Appropriations Act, 2 U.S.C. 123e) that provides desktop access to the content and status of legislative information and supporting documents. The 1997 Legislative Branch Appropriations Act (2 U.S.C. 181) also established a program for providing the widest possible exchange of information among legislative branch agencies. The long-range goal of the LIS Project is to provide a "comprehensive Senate Legislative Information System" to capture, store, manage, and distribute Senate documents. Several components of the LIS have been implemented, and the project is currently focused on a Senate-wide implementation and transition to a standard system for the authoring and exchange of legislative documents that will greatly enhance the availability and re-use of legislative documents within the Senate and with other legislative branch agencies. The LIS Project Office manages the project.

Background: LISAP

An April 1997 joint Senate and House report recommended establishment of a data standards program, and in December 2000, the Senate Committee on Rules and Administration and the Committee on House Administration jointly accepted the Extensible Markup Language (XML) as the primary data standard to be used for the exchange of legislative documents and information.

Following the implementation of the Legislative Information System (LIS) in January 2000, the LIS Project Office shifted its focus to the data standards program and established the LIS Augmentation Project (LISAP). The over-arching goal of the LISAP is to provide a Senate-wide implementation and transition to XML for the authoring and exchange of legislative documents.

The current focus for the LISAP is the development and implementation of an XML authoring system for legislative documents produced by the Office of the Senate Legislative Counsel (SLC) and the Office of the Enrolling Clerk. The XML authoring application is called LEXA, an acronym for the Legislative Editing in XML Application. LEXA features many automated functions that provide a more efficient and consistent document authoring process. The LIS Project Office has worked very closely with the SLC to create an application that meets the needs for legislative drafting.

LISAP: 2005

The SLC began using LEXA to draft legislation in early 2004. The SLC offered valuable feedback throughout that year on LEXA's continued development as new features were added and additional document types, such as amendments and reported bills, were added. Just prior to the beginning of the 109th Congress, the LIS Project Office provided a one-day training course on several new and enhanced features of LEXA, and the SLC began 2005 creating 60 percent of their drafts of introduced bills and resolutions in XML. By the end of the session, 80 percent of all introduced and reported bills and resolutions (and countless amendments) had been created in XML. Several very large drafts were created in XML, including the energy bill and the highway bill. Feedback and development continued throughout 2005. Additional features and document types—conference reports, constitutional amendments, and engrossed and enrolled bills—were added to LEXA. LEXA's authoring environment offers many automated document creation functions, providing a faster, more consistent drafting process.

As LEXA becomes more widely used in the SLC and other offices, support of the application becomes increasingly important. The 2004 Legislative Branch Appropriations Act directed the Government Printing Office (GPO) to provide support for LEXA. GPO took over maintenance and support of the software module that converts a Senate XML document to locator for printing through Microcomp, and is now updating the software to print House XML documents. GPO is also working to solve problems with the software that creates and prints tables, and that table tool will be replaced with a more robust one sometime in 2006.

The LIS Project Office worked closely with several key House, GPO, and Library of Congress groups involved in the XML project to ensure that the House and Senate XML authoring applications produce compatible electronic and printed documents that may be exchanged among the organizations processing the documents.

The groups held several meetings in August and agreed to use the same tools to create tables and print XML documents through Microcomp. The House and Senate software development groups also reached agreement on several technical authoring issues and standards, thereby eliminating the need for additional processing when a document is exchanged between the House and the Senate.

The project to convert the compilations of current law to an XML format was completed in early September. Staff in the House and Senate Legislative Counsel Offices update the compilations, and both groups participated in the project. The compilations are used as the basis for many legislative drafts and having the XML data will make it easier for both offices to use the text of compilations for drafting legislation in XML.

The LIS Project Office provides support for LEXA via the LEXA HelpLine and LEXA website. The HelpLine is provided through a single phone number that rings on all the phones in the office, and the website is located on a server accessible by the legislative branch. The website, legbranch.senate.gov/lis/lexa, is used to distribute updates of the application to GPO and provides access to release notes, the reference manual, and other user aids. The Office continued to update the LEXA Reference Manual as new features were added to LEXA. The manual provides screen shots and step-by-step instructions for all LEXA features. The Office also trained new SLC staff and the Enrolling Clerks on LEXA and provided several demonstrations on new LEXA features throughout the year.

The document management system (DMS) for the SLC will be implemented once the SLC has completed the transition from XyWrite to LEXA. The Systems Development Services group of the Office of the Sergeant at Arms continues to update the DMS to the most recent releases of Documentum and verifies that all SLC requirements will be met. The Systems Development Services group provides support and maintenance for the LIS/DMS, and that group will also support the DMS for the SLC once it is deployed. The LIS Project Office has been monitoring the upgrade effort and will contract for transition training to be developed and delivered prior to implementation. The DMS will be integrated with LEXA and will provide a powerful tracking, management, and delivery tool.

LISAP: 2006

The Office of the Enrolling Clerk will begin to use LEXA to produce engrossed and enrolled bills in XML from the XML versions of introduced and reported bills. The Legislative Branch XML Technical Committee will work together to develop the document type definitions for creating appropriations bills. Once the definitions are completed and validated, the LIS Project Office will enhance LEXA to add the ability to create appropriations language, starting first with appropriations amendments created by the SLC. Following that, we hope to begin discussions with the Appropriations committee staff that prepare the bills for printing.

The LIS Project Office will continue to work with the SLC and the Office of the Enrolling Clerk to refine and enhance LEXA so that more and more of the documents produced by those offices will be done in XML. Once all of the documents can be produced in XML using LEXA, those offices will be able to stop using XyWrite. Since XyWrite is not compatible with other Windows software, moving away from it will allow the offices to use more modern technologies for all functions. For example, eliminating XyWrite will finally give the SLC the opportunity to implement a document management system and automate other office functions. Other Senate offices that do drafting with XyWrite may begin using LEXA, including the Committee on Appropriations. Thus far in the second session of the 109th Congress, approximately 96 percent of introduced bills and resolutions have been created as XML documents.

The legislative process yields other types of documents such as the Senate and Executive Journals and the Legislative and Executive Calendars. Much of the data and information included in these documents is already captured in and distributed through the LIS/DMS database used by the clerks in the Office of the Secretary. The LIS/DMS captures data that relates to legislation including bill and resolution numbers, amendment numbers, sponsors, co-sponsors, and committees of referral. This information is currently entered into the database and verified by the clerks and then keyed into the respective documents and reverified at GPO before printing. An interface between this database and the electronic documents could mutually exchange data. For example, the LIS/DMS database could insert the bill number, additional co-sponsors, and committee of referral into an introduced bill while the bill draft document could supply the official and short titles of the bill to the database.

The Congressional Record, like the Journals and Calendars, includes data that is contained in and reported by the LIS/DMS database. Preliminary DTDs have been designed for these documents, and applications could be built to construct XML doc-

ument components by extracting and tagging the LIS/DMS data. These applications would provide a faster, more consistent assembly of these documents and would enhance the ability to index and search their contents. The LIS Project Office will coordinate with the Systems Development Services Branch of the Office of the Sergeant at Arms to begin design and development of XML applications and interfaces for the LIS/DMS and legislative documents. As more and more legislative data and documents are provided in XML formats that use common elements across all document types, the Library of Congress will be able to expand the LIS Retrieval System to provide more content-specific searches.

NEW TECHNOLOGY IN THE SENATE

Senator ALLARD. Thank you for your leadership. Businesses and agencies have to make constant decisions about the technology that they use in their offices. You have shared with us some of the high tech services that you're providing to the public and to Members of the Senate. How does your office continue to take advantage of technological developments and incorporate them into your services provided to the Senate, when do you determine that the technology has ripened to the point where you can bring it in and not create a lot of problems? How do you make those kind of decisions?

Ms. REYNOLDS. You know that's a great question, and the Sergeant at Arms is very much a partner with us in any technological development, as they, as you know better than I, certainly have the lead in this for the Senate. I think the pilot projects, I mentioned the flag project in particular, we have a number of pilots going with disbursing through our financial management information system. The best way for us to determine when something is ripe if you will, or ready for a roll out is because we've been through that pilot phase and we've worked directly with Senate offices to understand what works and what doesn't work, so they're invaluable to us in that feedback.

But you're right, staying ahead of that curve, whether it's something small, like being able to book the LBJ room online, or order your paper online for your office through printing and documents to something as large as our Senate amendment tracking system, or our FMIS project with disbursing, we're constantly striving to serve this community better.

And I also want to make one quick mention as well, on the website of a new addition that hopefully will be rolled out this year, because as I've said, keeping that website fresh, especially for the public, is important to us. And there should be one addition coming there on the Senate desks, which I think will be of enormous interest to you and your colleagues and also to the public. Actually going in and looking at each desk, explaining its history, talking about the conservation of the desk. So again, from simple things to large, and again remaining current for the public we're constantly striving to stay ahead of the curve if you will.

LOBBYING DISCLOSURE REPORTS

Senator ALLARD. Very good. I'm going to move on to the Office of Public Records, which is under your jurisdiction as Office of the Secretary of the Senate. We're looking at lobbying reform, and it has the potential to increase filings by a considerable amount as I understand it. Could you give me an overview of that operation

and tell me whether you have sufficient resources to implement a significant increase in filings?

Ms. REYNOLDS. I really appreciate that question and obviously there's been a great deal of discussion here in these last few weeks alone. Our public records office has been in the business of receiving those lobbying disclosure reports now, for just over a decade, since the passage of the LDA. And as you well know we currently receive those filings twice a year, mid-February and again mid-August. I have a couple of statistics for you that are also in our written report. There are roughly 6,500 registrants who represent just over 20,000 clients. They employ almost 33,000 individuals, so it's a big number. All told that means that our Office of Public Records, reviews about 45,000 documents a year.

I'm also very proud that the lobbying community has been able to e-file with the Senate since the year 2000. And in fact since 2001, lobbying reports and registrations as far back as 1998 have been posted on senate.gov for public access. Our role in public records with regard to the LDA is an administrative role. We do not have the enforcement authority. That belongs to the U.S. attorney of the District of Columbia. But since 2003 we have referred approximately 2,100 registrants to the U.S. Attorney's Office. Virtually all potential nonfiling and a handful for noncompliance. I'm particularly grateful for the second part of your question, because obviously no one is precisely sure at the moment where this journey ultimately takes us. And while we're staying on top of the situation I may well be back to this subcommittee at the appropriate time to make a plea, first of all for time, because if there is substantial change that we undergo in the receipt of these documents we will need time to implement, and second of all the potential for additional resources exists.

But I think with your permission if we could continue to stay in touch on this as this issue evolves we would be very grateful.

Senator ALLARD. Yes. As we get a clearer view of what the legislation might look like, we do want to stay in touch with your office in that regard.

Ms. REYNOLDS. Thank you, that would be very helpful.

STUDY OF SENATE STAFF PAY

Senator ALLARD. I just have a couple of other brief questions just for the record. Last year your office received funds to conduct a pay study of Senate employees, and can you tell me what the status of this study is?

Ms. REYNOLDS. The study is in draft form. In fact we were talking about working groups, we have a working group coming together this afternoon with office administrators and chiefs of staff to review our first draft. So it is in process, and hopefully we'll have the study out to the community here within the next month.

Senator ALLARD. Good.

Ms. REYNOLDS. I appreciate you asking the question too, if I might make one plea to those watching today. For the study to be effective and for it to produce the kind of results that the community is hoping for in terms of looking at hiring practices, benefits, salaries and so forth, we need as much participation as possible.

So thanks for mentioning it today, so I can make my plea to our Senate offices to help us with this survey.

FEDERAL ELECTION COMMISSION ONLINE FILING

Senator ALLARD. And finally, if the Senate moves to online Federal Election Commission (FEC) filing, for campaign committees, what resources will your office need to make this conversion? Would you comment on that?

Ms. REYNOLDS. Yes sir. Like most everything else around here, we're poised to act when the Senate acts, but I think on this one, just like with lobbying disclosure if there is substantial change coming our way, and if the Senate decides to move to e-filing, we will need time. A minimum of 6 months and possibly up to 1 year to be able to implement the program and there will be a need for additional resources. We're still looking at those numbers and some are dependent on what hardware, what software needs we'll have at that time. So again so I may be back hat in hand depending on those decisions made.

Senator ALLARD. Your main demand would be for basically hardware to process the electronic filing?

Ms. REYNOLDS. Right. Hardware——

Senator ALLARD. But it seems to me you would need fewer people, because you wouldn't have to have that data entry that you have.

Ms. REYNOLDS. Possibly, but we're a pretty lean and mean operation in public records right now. I think our total staff there right now, is nine. And for example on lobbying disclosures there are three people on a daily basis dedicated to lobbying disclosure but when those reports start to hit in mid-February, mid-August, everybody helps out. So we'd be happy to take a look at that, as I said, we run a pretty lean and mean shop with folks who are capable of multitasking when the need arises.

Senator ALLARD. Just asking you to look at it carefully.

Ms. REYNOLDS. We shall.

Senator ALLARD. I'm sure you will.

Ms. REYNOLDS. Thank you.

Senator ALLARD. Thank you for your testimony. We don't have any other questions from the subcommittee, and so we won't tie up your time, I know you're busy and I'll call up the second panel.

Ms. REYNOLDS. Thank you sir.

ARCHITECT OF THE CAPITOL

STATEMENT OF ALAN M. HANTMAN, FAIA, ARCHITECT OF THE CAPITOL

ACCOMPANIED BY:
 STEPHEN AYERS, CHIEF OPERATING OFFICER
 MARK WEISS, DIRECTOR, CAPITOL POWER PLANT

WELCOMING REMARKS

Senator ALLARD. Okay. Now we turn to the second panel. And before I make my formal remarks. I just want to recognize Mark Weiss who's now our new Director of the Capitol Power Plant, and Mark, welcome. And now, we'll turn to the Architect of the Capitol, to review the fiscal year 2007 budget request. Again welcome Mr. Hantman and Chief Operating Officer Stephen Ayers. Mr. Ayers was named Chief Operating Officer on Monday.

Mr. AYERS. Yes sir.

Senator ALLARD. You've been in the position on an acting basis for several months and I think you did a good job then.

Mr. AYERS. Thank you.

FISCAL YEAR 2007 BUDGET CONCERNS

Senator ALLARD. We congratulate you on this new position and wish you the best of luck. The AOC budget request totals $588 million, an increase of $164 million or 38 percent, over the current budget. This is the largest increase proposed by any Federal agency for the fiscal year 2007. While I commend the process your agency has developed, you prioritized major construction projects, clearly we need to do some paring back. There are a number of large projects in the budget, including $54 million for a new Library of Congress warehouse at Fort Meade, $20.6 million to complete the Capitol Visitor Center, $19 million for renovations to the infrastructure and the Dirksen Senate Office Building, and $15.9 million to replace the fire alarm system in the Hart Senate Office Building. Other large increases in the budget include $20 million for 91 new employees for the CVC operation, and a $10 million increase for information technology projects.

SAFETY HAZARDS IN THE UTILITY TUNNELS

While these projects may be meritorious, and urgently needed, we will need to scrub each of them carefully and only fund the very highest priorities. In addition to budget issues, we'd like to discuss the complaint recently filed by the Office of Compliance for AOC's failure to comply with the citation issued almost 6 years ago directing the AOC to correct serious safety hazards in the utility tunnels by 2002. This is the first time the Office of Compliance has issued a complaint, demonstrating the magnitude of this very serious

problem. The hazards include structural deficiencies that could lead to cave-ins, inadequate communication systems for workers in the tunnels, and inadequate means of egress.

Finally we look forward to an update on projects that are currently underway as well as your efforts to address management challenges identified by the Government Accountability Office. Before I turn to you for your testimony Mr. Hantman, I want to ask the ranking member who just arrived if he has any comments.

Senator DURBIN. Mr. Chairman I apologize, we have an immigration bill markup in Judiciary, one floor above and I've spent time back and forth, and I'm sorry that I came in late for this. I want to get into the whole question about the safety aspects of the workplace at CVC and particularly this troubling report about the presence of asbestos in the tunnels and the danger that it creates for the employees that could be inhaling these lethal time bombs. I was not aware of how serious this was, or how long it had been pending for a resolution. I think it should have been taken care of years ago. I don't know how many workers have been exposed, if any—I pray to God none. But if they have we've done them a great disservice. I thank you for your continuing oversight on this project and I will stay to ask some specific questions as time allows.

[The statement follows:]

PREPARED STATEMENT OF SENATOR RICHARD J. DURBIN

Thank you, Mr. Chairman, for scheduling today's second budget oversight hearing of fiscal year 2007 where we will hear testimony on the budget requests of the Secretary of the Senate and the Architect of the Capitol.

I want to join the Chairman in welcoming today's witnesses, Emily Reynolds, Secretary of the Senate, and Alan Hantman, Architect of the Capitol.

Thanks to both of you for attending this morning.

Ms. Reynolds, welcome back to the subcommittee for your fourth year as Secretary of the Senate. I think that you and your staff are doing a superb job and your budget request looks very straightforward.

My staff and I greatly appreciate your guidance and leadership in the CVC decision-making progress. I realize that this has been a long, difficult, and at times frustrating process. Your dedication and determination are very admirable.

I would appreciate any comments you might wish to include with regard to the CVC.

Mr. Hantman, first of all I would like to acknowledge the outstanding day to day work of all of your employees. I think it's easy to overlook the hard work that goes into the seamless running of this complex on a daily basis. This is a very well qualified and hard-working group of men and women and I appreciate their contribution to this complex. I think we should all extend our gratitude to them for their service. I would like to especially thank Carlos Elias, Don White, Barbara Wolanin, and Adrienne Powers, of your staff for their extra efforts on behalf of my staff in the Assistant Democratic Leader's office.

I would like to welcome Mr. Stephen Ayers, who has just been named as Chief Operating Officer at AOC. Mr. Ayers has been serving as Acting COO for quite some time and I'm glad to see that he will be serving in this capacity permanently.

Mr. Hantman, I am encouraged by the overall progress your office is making in the area of worker safety. However I am deeply concerned about the situation involving the workers in the utility tunnels. The OSHA complaint recently filed by the Office of Compliance citing "potentially life threatening working conditions" in the utility tunnels that provide steam and chilled water throughout the Capitol complex presents a situation that must be addressed immediately.

This situation was first brought to your attention in 2000. However, since then, it appears that very little has been done to address the very serious problems that exist in these tunnels.

I am particularly troubled by the presence of asbestos in the tunnels. I have met with so many families who have been affected by asbestos-related illnesses in my work outside of this subcommittee. When these workers are inhaling these fibers

they are inhaling time bombs. I doubt the workers in these tunnels realize how serious this situation is.

I hope you will update the Subcommittee on the steps you are taking to expedite the repair of these tunnels. Chairman Allard and I recently granted you the authority to reprogram $1.8 million for a portion of this work and I think that's a step in the right direction. But this situation must be completely resolved as soon as possible so that these workers' lives are not put in jeopardy by merely doing their jobs. Frankly, it should have been taken care of years ago.

Last month in their report entitled, "Architect of the Capitol—Management Challenges Remain,"—GAO noted that you have still not filled several leadership positions on your staff such as Chief Financial Officer, Chief Administrative Officer, Director of Congressional and External Relations, and Director of Planning and Project Management. I am glad that you recently filled the long-vacant position of Director of the Capitol Power Plant. However, I hope you will explain to the subcommittee when you plan to fill these other crucial positions.

Finally, Mr. Hantman, Chairman Allard has already summarized your fiscal year 2007 budget request so I won't repeat the details. I do want to emphasize, however, the importance of prioritizing your requests. It troubles me to see a $54 million request for a Library of Congress construction project while very serious repair and maintenance problems exist around the complex. In a time of tight budget constraints such as this, new construction projects should have to take a back seat to important maintenance and repair needs that continue to lag on around this complex.

Thank you Mr. Chairman.

Senator ALLARD. Okay, let me now turn to the Architect of the Capitol, Mr. Hantman, we're looking forward to your testimony.

SUMMARY STATEMENT OF ALAN M. HANTMAN

Mr. HANTMAN. Good morning, Mr. Chairman, Senator Durbin, thank you for the opportunity to testify today, regarding our fiscal 2007 budget request. My full statement has been submitted for the record, however I would like to give a brief overview of this request. Mr. Chairman in our role as stewards, the AOC is responsible for 15 million square feet of buildings, and more than 300 acres of land. The Capitol complex is in reality a small city; however it's a small city with an aging physical infrastructure, ever stricter codes and safety criteria to meet, as well as complex security requirements.

Our buildings range from 25 to 200 years old. This means that there are many projects that require our attention to assure that these buildings continue to serve as functioning working environments and that we preserve these national treasures entrusted to our care for generations to come.

Mr. Chairman we did not prepare this budget in a vacuum, unaware of the economic issues our country and this Congress are facing. I can appreciate the tough choices that this subcommittee must make as you hear from each legislative branch agency with its budget request. I can appreciate this because it's difficult for me to rank the relative needs and benefits of necessary security and fire and life safety projects needed across the Capitol campus.

How do I weigh the needs of the Library of Congress against those of the Capitol Police, or the Senate Sergeant at Arms against those of the Chief Administrative Officer of the House? The AOC is in the position of being a repository, if you will Mr. Chairman, for the needs of other agencies. They all have real needs that the AOC then becomes responsible for, and our budget request reflects these cumulative needs.

Our projects were prioritized through a progressive sequence of steps to determine which are most crucial. While it's my responsibility as steward of these buildings to bring these needs and issues to Congress' attention, I'm also aware that cuts will need to be made, as you mentioned Mr. Chairman, from that prioritized list. And I'm prepared to work with this subcommittee and other legislative branch agencies to determine which cuts to make so that we fit within the overall budget structure that this subcommittee ultimately allows.

Mr. Chairman, we prioritize our projects based on a set of criteria that allows us to evaluate the merits of those projects. Facility condition assessments conducted across most of our jurisdictions measure the current condition of all facilities to assess how much work is necessary to maintain, or upgrade their conditions to acceptable levels, and to determine the timeframe for this work. We hope to initiate this process at the Library of Congress, contingent on the approval of our budget request, so that we fully understand their facility needs as well. We'd then be able to appropriately prioritize their project needs based on the same criteria used for other jurisdictions.

In fact Mr. Chairman, the direction to perform condition assessments was given, and appropriately so, by this subcommittee back in 2002. And if I may quote from that language.

"Condition Assessments Master Plan. The Committee has provided an amount of $500,000 in the Capitol buildings appropriation and an amount of $1,100,000 in the Senate Office Building appropriation to initiate a comprehensive condition assessment of the Capitol complex. The assessment will be conducted in tandem with the development of a master plan for the Capitol complex and will include the collection of relevant information regarding buildings, inspection and equipment testing of properties and assets. Analysis and identification of deficiencies, identification of solutions, and costs, a forecast of future renewal requirements, and the development of long range comprehensive financial plans."

Mr. Chairman, we've been working diligently to fulfill the directives and develop meaningful information which, in fact, GAO has reviewed. It's important to note that according to the Government Accountability Office "While the FCAs—the facility condition assessments, have enabled AOC to develop a comprehensive plan for facilities, maintenance, and building renewal, the assessments have also documented the magnitude of AOC's deferred maintenance and other projects. $2.6 billion over 9 years, and the challenge of funding these projects."

Mr. Chairman, GAO's statement about "the challenge of funding these projects" is right on target. In a no-growth budget environment it's, of course, particularly challenging. With all due respect, if these facility infrastructure needs are not addressed within an appropriate timeframe, our buildings will continue to age and deteriorate and the cost to correct these deficiencies will continue to escalate in future years.

With regard to safety, it's a priority at the AOC, therefore I'm pleased to report that for the fifth year in a row, the AOC's injury and illness rate decreased. Last year we dropped to 5.65 from a high of 17.9 in fiscal year 2000. This is amazing because we're coming down to the level of many white collar organizations in the Federal agencies as well as across the Government.

While I'm proud of these accomplishments, I will not be satisfied until we achieve our ultimate goal of a workplace free of injury and illness. This includes the steam tunnels that were the subject of the Office of Compliance's complaint you discussed. Over the past several years, in the tunnels, we have rebuilt approximately 600 feet of tunnel roof under Constitution Avenue, at a cost of approximately $5 million. I think you might remember, Mr. Chairman, that for over 1 year the street on Constitution Avenue was ripped up. We had to replace the roof of that tunnel, that's one of the first items identified by our surveys that really needed to be taken care of up front.

We also contracted for the inspection of 19 tunnel egress points, developed an egress improvements work plan, replaced the South Capitol Street steam line, for another $5.5 million and that included making structural repairs to manholes.

We also implemented the in-house tunnel condition monitoring program last October which includes monitoring, recording and reviewing tunnel conditions daily. While this work was being planned and implemented, we have been working each year to remove spalls in areas where the concrete ceiling is damaged. We installed a leaky cable communication system in the major pathways in the tunnels. We currently have funding to install cable in the small stub pathways that come off the main tunnels. We are proceeding with that work and will get it done within the next months. We also provided our employees with confined space and asbestos awareness training.

Mr. Chairman, we've requested $1.75 million in the 2007 budget to fund priority projects in the tunnels. We've received approvals on a $1.8 million reprogramming to continue additional structural repairs, asbestos abatement, and emergency egress repairs. Significant additional funding will be required and we're working to determine the magnitude of that funding now.

In conclusion, Mr. Chairman, as GAO noted in its February 2006 report, we have made significant progress in our transformation into a more strategic organization. They state that the AOC has made progress in developing safety policies and establishing a safety training curriculum; has implemented a variety of communication methods to convey information to employees; has taken important initial steps to address the management and structure needed to establish a sound IT investment management process; has created a clearly defined, well documented and transparent process for evaluating and prioritizing projects. We're committed to fulfilling our responsibilities over the long term, although that means we have to make tough choices, as you indicated Mr. Chairman, with regard to how we select and prioritize our projects.

Our request for funds in 2007 is directly related to our responsibility as good stewards to maintain and preserve the facilities and national treasures in our care. I'm very proud of our 2,000 dedicated AOC professionals and I'm privileged to lead this remarkable organization.

PREPARED STATEMENT

I greatly appreciate the subcommittee's support in helping us achieve our goals, and once again thank you for this opportunity

to testify, and I'd be happy to answer any questions that you might have.
  [The statement follows:]

PREPARED STATEMENT OF ALAN M. HANTMAN, FAIA

Mr. Chairman, Senator Durbin, members of the Committee, thank you for the opportunity to testify today regarding our fiscal year 2007 budget request. This request is structured to enable us to continue supporting the Legislative Branch by ensuring that the Capitol complex is safe and well maintained, our national treasures are preserved and protected, and we continue to provide high quality, efficient, and effective services to our customers.

STEWARDSHIP AND PRIORITIZING PROJECTS

In our role as stewards, the Office of the Architect of the Capitol (AOC) is responsible for some 15 million square feet of buildings and more than 300 acres of land. The Capitol complex is, in reality, like a small city. However, it is a small city with an aging physical infrastructure. Our buildings range from 25 years old for the Library's Madison Building, to more than 100 years old for the Russell, Cannon, and Jefferson buildings, to 200 years old for various parts of the Capitol Building. This means that there are many potential projects that call for our attention to ensure that these buildings continue to serve as functioning working environments for generations to come.

While it is my responsibility to bring these issues to Congress's attention, it is obvious that for practical considerations of construction and fiscal restraint, we must spread out the funding and physical workload over the course of multiple years. Therefore, we have prioritized these projects to determine which are more critical than others. In previous budget requests, my focus has been on ensuring that fire and life-safety deficiencies were corrected. With your support we have devoted significant resources toward protecting the people who work and visit Capitol Hill by continually working to improve the safety and security of our facilities. Protecting people is, and will continue to be, my top priority as evidenced by the number of fire and life-safety projects in our current budget request.

While developing this budget, we reviewed many annual operating and capital project requests. We made difficult choices regarding funding AOC operations, new programs, and high priority capital projects, while at the same time balancing the day-to-day needs of those we serve.

As a result, before we submitted our current request, we removed $44.3 million worth of important projects. The $588.3 million we have requested for fiscal year 2007 ($509.4 million without items specific to the House) was submitted in our role as responsible stewards of our national treasures and in support of the needs of Congress, while balancing requests for new initiatives.

It is important to note that we prioritize our projects based on a set of objective criteria that allow us to evaluate the relative merits of each of these projects. At Congress's direction, starting in 2004, we conducted a series of Facility Condition Assessments (FCAs) in most of our jurisdictions. We hope to continue the process with the Library of Congress, contingent on the approval of our fiscal year 2007 budget request. Our plan would be to survey the Library Buildings, in phases, beginning with the Madison Building. By completing FCAs for the Library of Congress buildings, we would fully understand their existing facility needs and would then be able to appropriately prioritize LOC projects with the same criteria used for other jurisdictions. These FCAs provide us with a method for measuring the current condition of all facilities in a uniform way to assess how much work is necessary to maintain or upgrade their conditions to acceptable levels to support organizational missions and when this work should occur.

According to the Government Accountability Office (GAO) in its February 2006 report to Congress, "While the FCAs have enabled AOC to develop a comprehensive plan for facility maintenance and building renewal, the assessments have also documented the magnitude of AOC's deferred maintenance and other projects—$2.6 billion over nine years—and the challenge of funding these projects." What this $2.6 billion breaks down into is a total of $886 million for deferred maintenance and capital renewal projects as identified in the FCAs (excluding the Library of Congress and the Supreme Court), with the remaining balance identified for capital improvements ($1.1 billion) and capital construction projects ($69 million). Mr. Chairman, GAO's statement about "the challenge of funding these projects" is right on target. In a no-growth budget environment, it is particularly challenging. If these facility infrastructure needs are not met in appropriate timeframes, the conditions of our

buildings will continue to deteriorate and the cost to correct these facility maintenance deficiencies will continue to rise.

A very recent example of capital renewal is demonstrated by the issuance of a complaint by the Office of Compliance (OOC) regarding the utility tunnels which provide steam and chilled water to the Capitol complex. We are taking a comprehensive approach to addressing the existing issues in the tunnels and are identifying a logical sequence to the necessary actions that will be taken. We have presented this plan to the OOC. Over the past several years we have completed these and other tasks in the utility tunnels: replaced the top of approximately 600 feet of the tunnel under Constitution Avenue at a cost of approximately $5 million; contracted for inspection of 19 tunnel egress points and developed an Egress Improvements Work Plan; replaced the South Capitol Street steam line and vault for approximately $5.5 million which includes making structural repairs to manholes. We have also implemented an in-house Tunnel Condition Monitoring Program in October 2005 which includes monitoring, recording, and reviewing tunnel conditions daily; and we have been continually working to remove incipient spalls in areas where the concrete ceiling is damaged.

We have requested $1.75 million in the fiscal year 2007 budget to fund priority projects involving the tunnels. We recently received approvals from the Senate and House on a $1.8 million reprogramming request to continue additional structural repairs, asbestos abatement, and emergency egress repairs in the tunnels. Additional significant funding will certainly be required and we are working to determine the magnitude of that funding now.

OVERALL PLANNING PROCESS

In terms of our overall planning process, when all of the Facility Condition Assessments are completed, they are rolled into a five-year Capital Improvement Plan (CIP). The CIP, which became fully integrated in the fiscal year 2006 budget process, is used to evaluate projects based on an objective set of criteria, including:
—Fire and life safety, code compliance, regulatory compliance, and statutory compliance.
—Preservation of historic or legacy elements or features of buildings or entire historic structures as a reflection of the importance of stewardship responsibilities.
—Impact on our mission, including client urgency.
—Economics, including value, economic payback, life cycle cost considerations, and cost savings.
—Physical security, including protection of facilities, Members, staff, and the general public.

The projects are further evaluated based on necessary timeframes and on an evaluation of the conditions of the components and sub-materials. These condition ratings are characterized as one of the following: Adequate, sub-standard, and deficient.

They are then further rated as to the urgency in accomplishing them as follows:
—Priority 1—Immediate: Safety or code violations, as well as critical equipment that is either not functioning or close to failure.
—Priority 2—High: Items need attention in the near term, as failure would impact the mission. Implemented within two to four years.
—Priority 3—Medium: Implemented within five to seven years.
—Priority 4—Low: Low priority projects related to aesthetics or minor performance issues. Implemented within 8 to 10 years.

All projects with an "immediate" urgency are given priority over projects for which the urgency is "high" and so on. Additionally, "deferred maintenance" projects are generally considered a higher priority than "capital renewal." Using the CIP process, once all of the FCAs are complete, we will be able to comparatively vet the projects to ensure that the most urgent get addressed most quickly. It is this multi-step methodology that has been used to produce the fiscal year 2007 Capital Improvement Project Priority List that we submitted for your consideration. Those projects that can be accommodated within the budget level that is ultimately approved will move forward in fiscal year 2007.

There will continue to be refinements to our project development process. However with implementation of the prioritization process, future program submissions will clearly be based first on the urgency of accomplishing the project, followed by consideration as to the type of project and its importance; with emphasis placed on deferred maintenance projects. These changes will result in an efficient and effective process and one that seeks to assure accuracy, responsible management of resources, and efficient development of programs.

Ultimately, the Capitol Complex Master Plan will ensure that we continue to be good stewards by establishing a framework that helps us prioritize the maintenance, renovation, and construction of Capitol Hill facilities over the next 5, 10, and 20 years, while also spreading out the costs of that upkeep and construction.

In addition to these new processes we have made changes to our organizational structure to improve how these projects are carried out. With Congress's approval, we established the Project Management Division which is charged with consolidating project and construction management functions to provide "cradle-to-grave" oversight of our projects. We have developed and implemented new processes that are designed to improve project tracking and reporting as well as to hold our consultants and contractors accountable for contract compliance. We recently reinstated our quarterly report to communicate the budget and schedule status of ongoing projects, the latest of which was delivered to the Senate and House Appropriations Committees in January and was well received by staff.

CAPITAL PROJECTS BUDGET

Our fiscal year 2007 budget is comprised of two major components: $232 million for capital projects and $356.3 million for our annual operating budget.

The capital projects budget request consists of $193.4 million for capital projects, $22.7 million for studies, designs, and condition assessments, and $15.9 million for minor construction. This budget was developed by prioritizing our project requirements; including those requested by our customers. Using this set of criteria, we were able to cut our initial list of 36 projects totaling more than $188 million to 19 projects worth $143.7 million. However, the projects that did not make this current list have not gone away, nor has the need to fund them within reasonable timeframes. They will have to be reprioritized for another fiscal year where they will again compete with other significant, additional projects for available funding.

The capital projects budget is grouped into the categories listed below (also shown in Attachment A). Note that these include a number of U.S Senate projects that have been designed to be completed in phases that we hope to continue next year. They include public restroom upgrades, modular furniture replacement, emergency generator installation, and fire alarm system upgrades.

Deferred Maintenance—$30.4 million

Maintenance or repair work on existing facilities and infrastructure that is past due and should not be deferred. This work will return a component or system to an acceptable condition. It will prevent physical depreciation or loss in the value of a building (this does not include preventative or routine maintenance).
Projects include:
—$19.43 million—Dirksen Senate Office Building; attic infrastructure improvements;
—$4 million—Rayburn House Office Building; 480v Switchgear and Transformer Replacement;
—$2.89 million—Thomas Jefferson Building; air handling unit replacement; and
—$2.56 million—Thomas Jefferson and James Madison Buildings; elevator modernization projects.

Capital Renewal—$24.3 million

Correct unacceptable conditions caused by aged building components that will exceed their useful life within the next 10 years. If deferred for an inordinate amount of time, physical conditions may deteriorate and become a deferred maintenance issue. Capital renewal may be performed by overhaul, reconstruction, or replacement of constituent parts damaged or deteriorated to the point where they cannot be maintained.
Projects include:
—$15.95 million—Hart Senate Office Building; fire alarm system replacement; and
—$8.34 million—Longworth House Office Building; kitchen exhaust system upgrade.

Capital Improvement—$41.1 million

Work done to a building that improves, enhances, or updates a building such as an addition, expansion, alteration, or replacement including work done to bring a building into compliance with current codes.
Projects include:
—$6.1 million—Russell Senate Office Building; emergency lighting and power upgrade;
—$4.96 million—Rayburn House Office Building; emergency lighting upgrade;

—$3 million—Rayburn House Office Building; Phase I public restrooms upgrade;
—$3.5 million—U.S. Capitol; security improvements in the House Chamber; and
—$4.37 million—Thomas Jefferson Building; sprinkler system replacement.

Capital Construction—$63.7 million

Construction of a new building, facility, or other infrastructure where none previously existed.
    Projects include:
—$54.2 million—Library of Congress Logistics Warehouse, Fort Meade;
—$5.35 million—Alternate Computer Facility; vehicle storage facility; and
—$4.1 million—U.S. Capitol Police; kiosks.

Other Projects—$12.3 million

Projects necessary to sustain and provide for Congressional and Legislative Branch Agency mission requirements that do not meet CIP criteria (construction projects greater than $250,000).
    Projects include:
—$5 million—Alternate Computer Facility; land purchase; and
—$2.1 million—Energy Survey of Congressional Buildings.

Study, Design, and Condition Assessments—$22.7 million

Activities necessary to plan for future projects.
    Projects include:
—$1 million—James Madison Building; Facility Condition Assessment;
—$3 million—FDA; fit out design study;
—$750,000—Longworth House Office Building; fire alarm system upgrade;
—$700,000—U.S. Capitol; electrical distribution system replacement design; and
—$300,000—Cannon House Office Building; egress improvements study.

Minor Construction—$15.9 million

Minor construction funding for each jurisdiction that provides the flexibility for meeting unplanned project requirements generated by Committees, Members, staffs, and other AOC clients.

Capitol Visitor Center—$21.6 million

The fiscal year 2007 budget request includes $20.6 million for CVC cost-to-complete. Also included is $1 million for start-up and operational costs associated with opening the CVC, including one-time costs such as furniture, equipment, computers and other necessary items. GAO's ongoing analysis recommends adding $5 million to this amount to accommodate risk for further time extension and contingency for a total of $25.6 million for project cost-to-complete.

While recognizing that the cumulative effect of the projects listed above represent a significant increase over fiscal year 2006 levels, these projects were considered our highest priorities. Although hard decisions were made to reduce the amount of our overall request, further cuts will likely be necessary to accommodate Federal budget limitations. Once again, this means that the projects that are eliminated will be deferred to successive years where they will again compete with other additional, significant projects for available funding.

ANNUAL OPERATING BUDGET

Our fiscal year 2007 annual operating budget request of $356.3 million reflects the addition of significant mandatory price level increases as well as new programs.
    The key drivers of this increase include:
—Forty percent growth in utility costs over fiscal year 2006 enacted levels due to the recent deregulation of electric power and the increased cost of natural fuels following the devastation in the Gulf Coast caused by Hurricane Katrina last summer.
—Mandatory payroll increases and the addition of 91 FTEs to support daily operations and maintenance of the Capitol Visitor Center (CVC).
—One-time CVC operations costs to purchase furniture, equipment, computers, and other necessary items.
—Re-establishing Information Technology base resources and upgrading systems.
—Leases and/or maintenance and operations of additional facilities.

Utilities

With regard to utilities, in an effort to offset cost increases, we have initiated a number of energy conservation measures. The first was to develop two Energy Savings Performance Contracts to upgrade equipment and save energy, at no additional cost to the government. Contractors are paid from proven energy savings. Other ef-

forts involve developing a five-year plan to conduct energy audit surveys of all buildings on the Capitol campus, and publishing a brochure about saving energy throughout the Capitol complex to be distributed to Hill staff.

In addition, the Capitol Power Plant staff has successfully completed a number of new maintenance projects to improve the performance, safety, and reliability of the boiler house and chilled water plants. As part of the West Refrigeration Plant Expansion Project, three new chillers became operable in November 2005. With the addition of this new equipment, we will experience greater efficiencies at the Plant and remove old mechanically and environmentally outdated machines.

CVC Day-to-Day Operations

In anticipation of the start-up and operational costs associated with the Capitol Visitor Center, our annual operating budget request includes funds to cover day-to-day operational and maintenance requirements as well as anticipated one-time costs such as furniture and equipment, computers, and other necessary items. Until such time as the Congress decides the issue of reporting relationships and governance of the CVC, we have included these costs in the AOC's budget, including $10.6 million for payroll costs associated with the hiring of an additional 91 FTEs.

Information Technology

Another factor driving our operating budget request for fiscal year 2007 is an increase in investment in information technology. In our fiscal year 2006 budget request, we had cut the base resources in an attempt to constrain growth. Our intention was to fund information technology program shortfalls with lapses in payroll or other general and administrative areas, but that strategy has not worked well in the current fiscal environment due to rising costs of utilities and other expenses. Therefore, we are requesting $25.7 million to re-establish these base resources and to protect our IT systems by installing the latest technology security programs as required, preparing for future technological needs, and improving internal operations by replacing our project information system and upgrading the interface of our inventory control system to our financial system.

The February 2006 GAO Report notes that "the agency has yet to establish and implement key information security practices, such as completing risk assessments on all of its major applications, documenting the identified risks in system security plans, and developing and implementing appropriate security controls to mitigate the risks—including developing contingency plans for all systems and applications. Until AOC completes and implements plans for improvement that are consistent with all our recommendations, it will be challenged in its ability to effectively use IT to optimize mission performance." Updating our IT systems is a crucial part of achieving these tasks as outlined by GAO.

SENATE OFFICE BUILDING IMPROVEMENTS

A number of projects that we have requested funding for in next year's budget for the Senate Office Buildings focuses on upgrading and replacing equipment that has exceeded its useful life expectancy or updating the historic buildings to meet modern requirements. For example, we are requesting $19.4 million to replace the air handling units in the Dirksen Building to improve building ventilation and to ensure the system's reliability since the existing equipment is more than 40 years old and inefficient. We have also requested $6 million to upgrade emergency lighting in the Russell Building; $15 million to upgrade the fire alarm system in the Hart Building; and $5.8 million to install an emergency generator in the Russell Building to provide electrical power in an emergency.

CAPITOL VISITOR CENTER BUDGET

While most of our projects are worked on behind the scenes, underneath the East Front of the U.S. Capitol work is proceeding on the largest and most complex project in the history of the Capitol—the Capitol Visitor Center. Our fiscal year 2007 budget request would fund CVC operations, administration, facility maintenance, and construction cost-to-complete. The requested funding also would support the required activities and programs for transitional and start-up costs, exhibits, gift shops, telecommunications, and information technology infrastructure support. The Capitol Preservation Commission (CPC) supports the AOC's request for operational funding as an interim measure until it is determined how, and by whom, the CVC will be operated.

At our February hearing before this Subcommittee, we testified that we are now anticipating the CVC to be completed, including commissioning of life-safety systems, in March 2007, and available for a formal opening in April 2007. We reported the two key issues prompting that time extension are the delays in the delivery and

installation of interior stone due to a court injunction and a longer-than-expected duration for the fire and life-safety acceptance testing process.

The project schedule extension has impacted the overall project cost-to-complete. Last fall, we concurred with GAO's assessment that potential risks do exist and that additional funds would be necessary should these risks turn into reality; most notably if completion of the CVC occurred after December 2006, or if significant additional change orders were required. After meetings held the past several months with GAO and our construction manager, Gilbane, we anticipated that the delay, along with additional change orders and the potential for future project risks, could increase the project's cost-to-complete by approximately $20.6 million. This is the amount we requested in the fiscal year 2007 budget. GAO's ongoing review however, has resulted in a revised estimate of the cost-to-complete which adds approximately $5 million to this amount for risk, further time extension, and contingency. Accordingly, Mr. Chairman, if you concur, we will work with you to effect this adjustment in order to ensure that there are adequate contingencies as we work to complete the CVC.

Further information on the status of the project and a construction update is provided in my testimony specifically addressing the Capitol Visitor Center which will be discussed following this portion of the hearing (attached).

ACCOMPLISHMENTS

Over the past 10 years, the AOC has been undergoing a transformation into a more strategic organization by implementing new policies and procedures, while at the same time continuing to meet our responsibilities as good stewards. I appreciate the efforts of AOC employees in balancing their heavy workloads with implementing these important changes to our organization.

At this time, I would like to highlight some of the major AOC accomplishments of the past year. As GAO has noted in its February 2006 report, we have made significant progress in our transformation efforts, we continue to make progress, but the "transformation is a long-term effort."

Strategic Plan

A key component in this effort has been the implementation of our Strategic Plan in 2003. The Plan has provided us with a blueprint for change by defining our mission, vision, and core values and created a structure of goals, and objectives through which we focus our efforts. As we begin the third year of this five-year plan, it continues to evolve. As part of our Strategic Performance Initiative, we are developing and implementing meaningful performance measures that will be linked to our daily activities and resource requirements. In the spirit of the Government Performance and Results Act, we have developed an "AOC dashboard" document which includes several high-level indicators to track performance for each of our strategic goals as well as a target goal for each indicator. Our senior leadership team meets monthly to monitor these indicators and goals to ensure that we meet the milestones we have set in our Performance Plan.

Work Orders

In fiscal year 2005, we completed nearly 34,200 work orders in the Senate Office Buildings. To date, we have completed more than 19,000 work orders in fiscal year 2006. These are tasks that are requested of the AOC rather than programmed by our Agency and the work ranges from changing light bulbs, to fixing plumbing, to reconfiguring office space and painting. A number of other projects were completed during the past fiscal year. For example, we replaced the Rotunda balcony doors and installed high voltage switch gear in the Russell Office Building; we installed new modular walls and furniture in 10 Hart Building offices, and installed new wall sconces in the Dirksen Building. In addition, we completed the restoration of three Committee rooms in the Dirksen Building and one Committee room in the Russell Building as well as upgraded the audio and visual systems in these four rooms.

Special Events

The U.S. Capitol also was the site of a number of high-profile events including the Presidential Inaugural ceremony, which the AOC supported by building the platform, contracting for the audio system, installing the security fencing and crowd control features, as well as removing the snow that fell the night before the event. In October, we prepared the Capitol Building for another historic occasion, the lying in honor of Ms. Rosa Parks.

National Garden

This fall, we look forward to the grand opening of the National Garden. This project is solely funded by private donations raised by the National Fund for the U.S. Botanic Garden. This not-for-profit corporation raised the private funds pursuant to Public Law 102–229. It the first public-private partnership project for the AOC. Last summer, we authorized the third option to be awarded under this contract; the construction of the First Ladies Water Garden. Construction on the National Garden began in spring 2004 on the base bid which consisted of the Rose Garden, Butterfly Garden, Lawn Terrace, and the Hornbeam Court. Option one, the landscaped garden path that meanders through the site, and option two, the Regional (Mid-Atlantic) Garden were subsequently awarded. Construction is scheduled to be completed next month and then landscaping and planting will occur on the site through the spring and summer. A public opening is scheduled for October.

Decreased Injury and Illness Rate

For the fifth year in a row, the AOC's Injury and Illness rate decreased. We dropped to 5.65 cases per 100 employees in fiscal year 2005, from a high of 17.9 cases per 100 employees in fiscal year 2000. We posted a four percent reduction in our rate while, at the same time, we faced the challenges of post-election office moves and an Inauguration, in addition to meeting our daily work demands. While I am proud of these accomplishments, I will not be satisfied until we achieve our ultimate goal of a workplace free of injury and illness. To make that goal a reality, we continue to educate and train our workforce and assure that our employees have the requisite equipment they need to do their jobs safely. We also took action and reduced injury and illness rates on the CVC construction site. The rate declined from 9.1 in 2003 and 12.2 in 2004, to 5.9 for the first 10 months of 2005—below the 2003 industry average of 6.1.

Financial Statements

We have also made great strides in generating more reliable annual financial statements. In 2005, we published our first accountability report and earned an unqualified opinion for the second consecutive year on the AOC balance sheet. Our Office of the Chief Financial Officer developed processes and procedures in anticipation of the first full audit of the full set of financial statements for fiscal year 2005.

Employee Feedback Program and Action Plans

Last year, as part of our strategic planning efforts, we developed a comprehensive employee feedback program. As part of that initiative, I invited AOC employees to participate in focus groups where they identified problems and suggested ways to help us solve them in order to improve the organization. Over the past year, we created a series of action plans that addressed the issues raised. Specifically, we:
—Improved internal communication by sharing best practices in customer service AOC-wide.
—Are establishing basic standards for written communication to make it easier for all employees to read and understand Agency documents. Published a Correspondence Manual and Style Guide for all written documents.
—Are requiring regular staff meetings and providing training on how to conduct effective staff meetings.
—Have established AOC-wide Town Hall Meetings.
—Are including specific training to enhance communications skills in our Leadership Development Program (mandatory for all supervisors).
—Explained and communicated the Agency mission in an easy to retain slogan: Serving Congress with a Commitment to Excellence.
—Improved transparency by publishing and explaining approved organization charts and promoting consistency and fairness in workforce classification.
—Issued AOC policies on Employee Feedback, Performance Evaluation, and Awards and improved general policy knowledge by instituting easy to read one-page summaries explaining these policies.
—Improved Internal Service Providers' customer orientation, making them more accessible.

Performance Metrics

Finally, we continue to regularly collect, track, and manage operational performance metrics that are linked to our Strategic Plan goals through a variety of tools and processes. These tools not only help improve communication among AOC managers and staff, but have also led to process improvements in several areas. In addition, it has helped to improve our communication and outreach to Congressional leadership and our oversight committees regarding our performance. We continue

to work with Congress and GAO to further identify areas for improvement while balancing our long-term goals and our day-to-day responsibilities.

I want to thank the Committee for its support without which we could not have undertaken these efforts and completed many critical projects, continued to provide exemplary services, and assured continuity of operations at the Capitol, in the Senate Office Buildings, and throughout the Capitol complex.

CONCLUSION

The AOC is dedicated to serving Congress with a commitment to excellence.

In its February 2006 report to Congress, the GAO stated that the "AOC has been working for several years to transform itself into a more strategic and accountable organization and to improve worker safety. This transformation is a long-term effort that involves a fundamental change in AOC's culture." It also noted that "AOC operates in a challenging environment: the agency must preserve and modernize these high-profile, historic buildings while meeting the needs of Congress—including its leadership, committees, individual members, and staffs—and the visiting public."
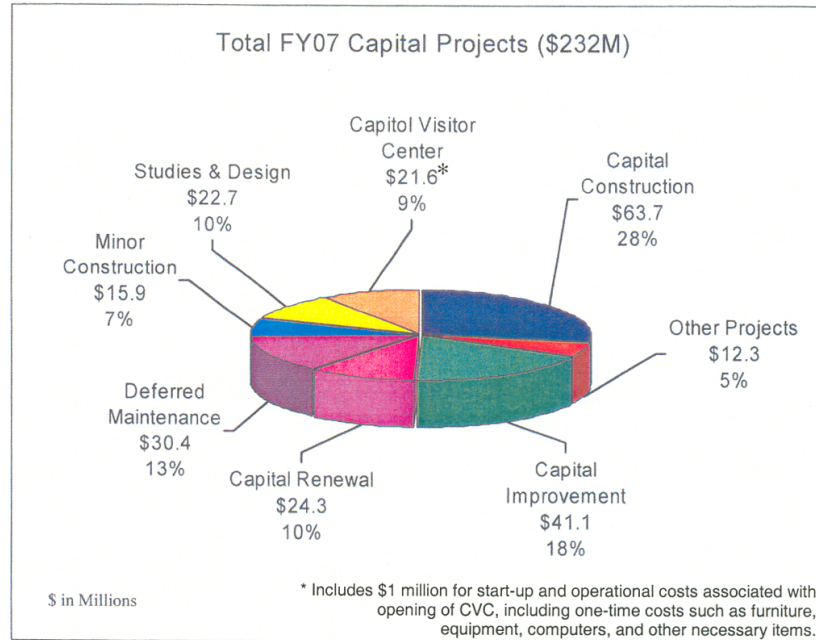
Since the implementation of our Strategic Plan, GAO writes that:

—"To strengthen human capital management, AOC had, among other things, linked its employee evaluation system to mission-critical goals, established monthly management meetings to share and assess data from employee relations offices, and identified a number of ways to collect, report, and analyze workforce data."

—"To improve worker safety, AOC has made progress in developing safety policies, implementing a system to track investigations of incidents and follow up, completing a job hazard analysis process to report hazards, and establishing a safety-training curriculum that fully supports the goals of the safety policies."

—"To further improve financial management, AOC is developing an agencywide internal control framework and a cost accounting system, which are essential to improving accountability across all AOC operations."

—"To further improve communication with employees, AOC has implemented a variety of communication methods to convey information to employees, including a weekly newsletter on project updates, policy announcements, management and communication tips, and other agencywide messages."

—"The AOC recycling program has undergone significant expansion over the past five years, while at the same time becoming more efficient. The program has also been expanded by increasing the number of locations at which recycling is taking place."

—"AOC has also taken important initial steps to address the management and structure needed to establish a sound IT investment management process, such as assigning roles, responsibilities, and the authority needed to manage its IT investment portfolio."

—"To improve project management, AOC created a clearly defined, well-documented, and transparent process for evaluating and prioritizing projects."

Mr. Chairman, my team and I are committed to fulfilling our responsibilities over the long-term, although that it means, at times, we have to make tough choices with regard to how we prioritize our projects or how we manage our clients' expectations. Our request for funds for fiscal year 2007 is in direct response to our responsibility as good stewards to maintain and preserve the facilities and national treasures under our care. In addition, we continue to strive to achieve a high level of safety, security, preservation, and cleanliness expected across the Capitol complex.

I am very proud of the dedicated professionals who make up the AOC team and I am privileged to lead this remarkable organization. I greatly appreciate the Committee's support in helping us achieve our goals.

Attachment A

Total FY07 Capital Projects ($232M)

Capitol Visitor Center $21.6* 9%

Studies & Design $22.7 10%

Capital Construction $63.7 28%

Minor Construction $15.9 7%

Other Projects $12.3 5%

Deferred Maintenance $30.4 13%

Capital Renewal $24.3 10%

Capital Improvement $41.1 18%

$ in Millions

* Includes $1 million for start-up and operational costs associated with opening of CVC, including one-time costs such as furniture, equipment, computers, and other necessary items.

FISCAL YEAR 2007 BUDGET INCREASE

Senator ALLARD. If it's all right, Senator Durbin, I'm going to run the time clock on this, I'll take 5 minutes and then you can have 5 minutes and I'll do my best to abide by that.

Mr. Hantman, I guess I've had a couple of shocks this morning. The first one was somewhat expected, that's the huge increase in your budget request. How do you justify an increase of this magnitude?

Mr. HANTMAN. Mr. Chairman, as I indicated in my statement, I really didn't prepare this budget in a vacuum. I recognized the difficult financial conditions that the entire Government has. When I quoted the direction that I received from this subcommittee several years ago, to take a look at the condition assessments, I really had to evaluate what my role was as steward of these buildings and these treasures here on Capitol Hill. What we did is we went through a prioritization process which originally included something like 36 projects or so. We prioritized them in accordance with the methodology that I included in my testimony here. The methodology is an overall planning process that takes into account fire and life safety codes, preservation of historic and legacy elements, impact on our mission, including client urgency, economics, and physical security. All of these issues were evaluated. We then looked into the issue of rating these projects, whether the condition of these projects and the areas that they were meant to serve "adequate", "substandard" or "deficient". We then further rated them as to urgency and accomplishing them in terms of immediate, high,

medium, et cetera. In coming up with the list of 19 projects that survived that list of 36, Mr. Chairman, we eliminated some $43 million worth of projects. What we wanted to do was actually discuss the criteria, the methodology we went through to select these projects.

I recognize that we have to cut back on the numbers that we have over here. But in the spirit of the report that this subcommittee directed us to do years ago, to do the assessments; I thought it was important to bring forward to the subcommittee, the nature, the magnitude of the issues that we have building up here on Capitol Hill.

The more projects we put off, the more projects we have to plan for in future budgets. And there are more projects that keep coming up in terms of the age of the infrastructure and the buildings we have here.

So I don't presume, Mr. Chairman, to ask more than other Federal agencies. I don't presume to go over whatever budget cap is realistic in this. I just wanted to make the point that basically, if we're going to be good stewards, and fulfill, in fact, the mission that this subcommittee gave us years ago, that we bring to the attention of the Congress what needs to be done and work together to find out how best to do this, how to spread it out over the years, and make sure that these facilities are good for future generations and that the fire and life safety standards are in fact met.

UTILITY TUNNEL CONDITIONS

Senator ALLARD. I appreciate you laying this all out for us. We're just going to have to do some tough priority setting as we move forward in this subcommittee.

The other shock I had was the condition of the utility tunnels. I have some pictures here that were taken, apparently the inside of the tunnel in some areas, and I'm shocked at the amount of crumbling of the structure and the rusting that's going on in some of the old pipes. It seems to me we really have to get after this. Why isn't this your highest priority? And can you give us a better idea of what we may be looking at, are we tearing up streets? I'm concerned about safety considerations, when we have cement walls that are crumbling, asbestos is okay, as long as it's not in a state where it's moving, and it's moving. Walls are crumbling. I'm worried about the potential of risk to the workers and everyone that happen to use that tunnel. I wish you'd comment on that please.

Mr. HANTMAN. Thank you Mr. Chairman. Clearly that is an issue and there's no doubt that more work is necessary within the tunnels. When we first started looking at this, and this was well before the citation back in the year 2000. We recognized that there were two issues that we needed to deal with. One of them was the immediate issue of the condition of the tunnel and the workmen who go down there on a daily basis to maintain the condition. We recognized that it was a long-term solution, that we could not rip up all the streets around the Capitol complex, we have some 12,000 lineal feet of tunnel here. And, in fact, as I indicated before 600 feet of that was ripped up on Constitution Avenue as the first priority that was identified in this project because of not only the needs in the tunnel itself, but also because of the traffic that goes on top of

that tunnel. Every time we look at the major issues, we recognize that there's an awful lot of inconvenience that will occur to the Congress, to the Capitol, to our community as we rip up streets. Part of the $1.8 million we have in the reprogramming will be going toward a design for the next section which was almost in as bad shape as the section under Constitution Avenue, in front of the Senate Office buildings. This is on Second Street, to the south of the Madison Library of Congress office building. We're doing a study on it. We fully expect that we're going to have disruptions, major concerns from the community, from ourselves. We don't control the streets under which our steam lines run over there. And that would be our next focus as identified in the original report. But while we recognize that the major ripping up of streets where we've got so many going on right now, as you know, East Capitol Street, we have this new steam tunnel going in for the Capitol Visitor Center, on South Capitol Street, we ripped it up for other steam and infrastructure utility lines. We're nearing the completion of that, we're still doing it on E Street in front of the Power Plant. How much construction fatigue can the Congress take? How much disruption can the community take at one time? That's what we have to work out with respect to the major projects. And we fully expect as we get through our studies on this next section of the "R" tunnel, as it's called, past the Madison Building, will cost us millions of dollars and we'll have to be talking to the subcommittee about how that gets funded.

But the immediate priority was the Constitution Avenue tunnel, while these things were being phased over multiple years. The plan was never to finish all of this work by the year 2002. Past budget requests will indicate that we showed tens of millions of dollars in out-years to solve all of these problems. Our immediate problem was to make it as safe as we could for the people who work there on a day-to-day basis.

So as we went through the years, each—we installed a leaky cable communication system in the tunnels, through the main tunnel system as I indicated before. By this summer, we should have the small stub tunnels, leading from those main communication cables to each building, taken care of as well. We implemented emergency shoring and repairs to the tunnels and we've done so every year since the year 2000 when this came about.

So people have been going into those tunnels, looking out for spalls, taking care of those spalls, so that it is less dangerous for the people who go in there. We've also initiated three person work teams where one person would stay outside of the manhole and two people using their radio communications, would go inside the manhole and they would be able to talk about things. I met with the tunnel crew last week Mr. Chairman, listened to all of the issues that they had, to the concerns that they had, and the highest priorities they saw which basically amounted to the "Y" tunnel, which is where a lot of our focus and studies are going into at this point as well.

So we have been trying to move forward on the day-to-day life safety while we're planning the long term projects which require greater funding and have a greater impact on the community.

Senator ALLARD. Let me call on my colleague, Senator Durbin. I know he is shocked as I am at the condition of those tunnels and I think he's got some questions he wants to ask in that regard.

OFFICE OF COMPLIANCE COMPLAINT

Senator DURBIN. Thank you very much. Mr. Hantman, this is unprecedented is it not, that the Office of Compliance would file a complaint against the Architect's Office?

Mr. HANTMAN. That's my understanding, sir.

Senator DURBIN. And it's been noted now for 6 years or more that there were problems, hazards and dangers to employees in these tunnels, is that not true?

Mr. HANTMAN. That is true, sir.

Senator DURBIN. I understand budgets because I've served on the Appropriations Committee on the House and Senate, and been on this subcommittee for some time. But I cannot believe that if you felt that this was a life threatening situation and came to Congress that we wouldn't have responded. Did you feel this was a life threatening situation?

Mr. HANTMAN. We felt that there was certainly conditions down there that needed to be ameliorated so that it would not be a life safety situation.

Senator DURBIN. I think you said yes, that you felt it was a life threatening situation.

Mr. HANTMAN. Certainly with spalling concrete coming off, that could be certainly a life safety situation, yes.

Senator DURBIN. And I have to ask you why you didn't make this plea to Congress, saying the lives of workman are at stake here. When I look at this, it's a lengthy survey done by the Office of Compliance, the conclusions at one part say, "neither the conditions, nor the protective measures for either asbestos or heat stress have improved for tunnel shop employees between the OOC report of August 24, 1999 and the inspection made for this report." And they have cited in here as I'm sure you've read ample evidence that the workers whether they knew it or not, were exposed to asbestos hazard during 5 or 6 years while they were working in these conditions. Were you aware of that exposure?

Mr. HANTMAN. We have worked in—we have five tunnels sir. One of them is the "V" tunnel for instance. We completed abating the asbestos in that tunnel last year. We have money in the project loop right now, in procurement for the "B" tunnel to abate the— we are—one of the comments that the chairman made before in terms of encapsulating asbestos, we recognize that we have asbestos in all of our buildings and all of our tunnels around the campus. As long as it's encapsulated and safe we will be replacing that as we can, as we go down the road with various projects.

Most of these tunnels have had encapsulated work accomplished. The "B" tunnel, for instance, had new jacketing put on it. That jacketing is now wearing out. We have a $200,000 project to abate the work in that tunnel.

EMPLOYEE SAFETY IN THE TUNNELS

Senator DURBIN. Mr. Hantman, did you warn the workers that they were going to expose themselves to inhalation of asbestos if they worked in the tunnels that were not protected?

Mr. HANTMAN. The workers were aware of these asbestos issues. We worked to repair problems when they saw an asbestos issue, or we had the construction management division go in to inspect, we would go in and repair those particular sections and make sure that they were encapsulated.

Senator DURBIN. Did the workers wear any protective breathing device working around this asbestos?

Mr. HANTMAN. They are now, sir.

Senator DURBIN. When did that start?

Mr. HANTMAN. This is just starting.

Senator DURBIN. Why did we wait so long to protect these workers?

Mr. HANTMAN. We were working in those tunnels, we had constant inspections going on in those tunnels. We recognized that we needed to do full tunnel work as we did on Constitution Avenue to make sure that—and as we did on the "V" tunnel that we can take care of it as a total project while we were encapsulating segments as we went along.

Senator DURBIN. Mr. Hantman, I would have to tell you that perhaps I have a heightened interest in this with the debate we just went through on the asbestos issue. And having met scores of widows and widowers of people suffering—who suffered from mesothelioma and asbestosis. There's not a single one of us in this room who knows for sure that we haven't been exposed to asbestos that will kill us. In this circumstance, we knew that there was asbestos, we knew that it was a hazard to workers, and literally waited years before we provided safety devices for these workers to protect them. How could we possibly explain that to the workers or their families?

Mr. HANTMAN. We had ongoing inspections but clearly they were not adequate. Senator Durbin.

Senator DURBIN. Well that's cold comfort. I appreciate your admission, but I think it tells that we have done a great disservice to these workers and their families. And I hope of all the priorities which we face on Capitol Hill, that the first priority will be the safety of the men and women who work here and visit here. And if that is the case, I want to say to you point blank. If you do not come forward with requests for life safety measures and protective devices to protect these workers then you're not doing your duty.

You need to call on us, and if we fail then it's on our shoulders but knowing this for 5 or 6 years, and not responding to it, and exposing workers to these potential life threatening situations that's entirely unacceptable. And to think that it would happen on Capitol Hill, the seat of our Government, the symbol of who we are as a people, makes it even worse. Thank you, Mr. Chairman.

Senator ALLARD. Well I'd like to agree with Senator Durbin on his comments. I do think that we have to get moving quickly on this, we need to get it taken care of. I understand your concerns about disrupting traffic, part of it's on Constitution Avenue. But I

think that we need to get a plan in place quickly as to how we can deal with this, and somehow or other find the resources to begin to get this situation rectified as much as possible, and get the city to understand that this is a serious problem and it needs to be dealt with. I know it's going to create some travel inconveniences, but I just think it has to be done.

Senator DURBIN. Mr. Chairman if I might add to that. Mr. Hantman said how much construction fatigue can Congress take, he went onto talk about how much disruption of traffic can the community take. Well I'm prepared to face both of those challenges but I'm not prepared to face the families of these workers and tell them we didn't do everything humanly possible to protect them in the workplace.

TUNNEL REPAIR PLANS

Mr. HANTMAN. We have requested $1.75 million in this budget to do further studies and work on that, in addition to the $1.8 million that we've recently reprogrammed. We will certainly get back to you in terms of what those studies are showing and the priorities in terms of those dollars.

Senator ALLARD. I don't know what kind of time line you were thinking about, but we need to expedite this. I hope that you can come back with an expedited plan. Give us a better idea of what this total thing is going to cost, so we can deal with it, and begin to plan for it. We've got a lot of things that are on that list, but in my view this needs to be toward the top of the list. We need to somehow begin to address it right away. You now have the feeling of this subcommittee that we think this is important, and we need to expedite it. I hope that you would look at the budget request that you've made and see what we can do now to begin to address these problems. I agree with Senator Durbin, the traffic and inconvenience to Members of Congress and our staff, that's a minor issue relative to the seriousness of what we have here. We need to deal with it.

TRACKING OFFICE OF COMPLIANCE CITATIONS

Are you keeping a list of possible problems that are erupting so that we don't get to this problem in some future time? Where the Office of Compliance has pointed out a problem or potential problem, is it being catalogued so that we can see what might be coming down the pike so that we can begin to meet these challenges as they face the committee?

Mr. AYERS. Yes, Mr. Chairman, we do meet regularly with the Office of Compliance and they have over the years, since 1999, issued a variety of citations. We work to abate those and request funding as necessary to abate those. We meet with them on a regular basis to update them on the status of the abatement of those citations.

CAPITAL PROJECTS AND THE LIBRARY LOGISTICS WAREHOUSE PRIORITIZATION

Senator ALLARD. Let me move onto capital projects. Your budget includes 19 major capital projects, totaling about $143.7 million.

Could you describe the process, referred to as the line item construction program, you went through to come with this list of projects?

The projects are ranked based on their urgency and the type of project, now how is a library storage facility ranked number nine on this list?

Mr. HANTMAN. As I indicated Mr. Chairman, when we originally started looking at projects, and the importance and the ranking on the list, we had some 36 projects there. The library logistics warehouse was number 35 on that list, because we ranked it as a high need, but not an immediate need. What happens when you get to all of the fire and life safety, the preservation, the economics, the physical security issues and you rank that, and you look at the current condition of various projects, you'll note that's one of the few projects on our request which is a new project as opposed to something that needs to be repaired and maintained. Originally that was not ranked high on the list, it was number 35 as opposed to where it is right now, in number 9. The Librarian expressed very strong need and concern that it was an "immediate" priority. We have not done facility condition assessments for the Library as of yet. We hope to get that funding in here so we can actually do the type of analysis we talked about before. So in terms of the final overview, once you go through all the fire and life safety, the physical security, the deficiencies, and things like that, the urgency of the project is the element that is the last overlay on that. So our priority was originally "high", the Librarian indicated that was an "immediate" project, very important. And so it was on that basis that it was raised to—it's the lowest of the "immediate" projects on our list which is number nine. We have eight "immediate" above it, all the rest below it are "high".

If it had not been ranked as "immediate" at the Librarian's request it would have been number 35 in the project list and would not have been requested.

DIRKSEN INFRASTRUCTURE IMPROVEMENT PROJECT

Senator ALLARD. The Dirksen infrastructure improvements total somewhere about $19.4 million, can you describe these improvements and tell us where the project can be broken down into phases so as to lessen the price tag in fiscal year 2007.

Mr. HANTMAN. This again Mr. Chairman, is an important project. Basically what we're looking at over here, is we think that this project could be phased in multiple years. As far as the Dirksen project is concerned, the current situation is that it's calling for the replacement of air handling units in the Dirksen Office Building. They're an integrated piece of equipment, they consist of fans, heating units, coils, et cetera, and we currently have 21 air handling units serving the building right now. There are 12 of them on the seventh floor of the Dirksen Senate Office Building that have to be replaced. These are air handlers that are over 40 years old. They've exceeded their useful life, and they're very inefficient.

So this project would replace those 12 air handler units with new units that have replaceable filters, steam preheat coils, clean steam humidifiers, variable frequency drive motors, direct digital control systems. The work would include reconnecting the main units, et

cetera. If not funded, the building ventilation will gradually worsen and the units will fail in the near future. Just when in the near future, we wouldn't know exactly but in terms of good process and procedure, this could happen.

We've taken a look at this project Mr. Chairman, and we think it could be phased by stack especially. Specifically on the north stack, there's a center stack, and a south stack in the Dirksen Building. Phasing would require increased project coordination, some increased administrative costs, and contractor overhead, things like this. But we think it could be phased into three pieces.

Senator ALLARD. Do you have an idea about how that would affect the cost of the project?

Mr. HANTMAN. Yes, in the—we think that for this first year, we could do the south wing for three air handling units for $6.5 million, next year we could do the center wing for $8.4 million, and the north wing in the following year for some $6 million. This would add about a $1.5 million in additional costs to the project, but it could be spread out over 3 years.

CONSTRUCTION OVERHEAD COSTS

Senator ALLARD. Thank you. The Architect of the Capitol's construction overhead costs include more than 10 percent for contract administration and construction management. Other agencies such as the Corps of Engineers and the naval facilities engineering command include costs in the range of 6 to 8 percent. What do AOC's overhead costs support and why are your overhead costs higher than these other ones mentioned?

Mr. HANTMAN. We can certainly respond to the record for that if we could Mr. Chairman.

Senator ALLARD. Okay. If you would please.

[The information follows:]

The AOC's overhead costs consists of the following:

Construction Contingency Cost.—This is added to the total Estimated Construction Contract Cost (ECCC) to allow for change orders. The percentage typically ranges between 5 percent to 10 percent for new construction and 10 percent to 15 percent for renovation work. The higher contingency percentage for renovation work is due to the greater likelihood that during renovation unknown or unforeseen conditions may be encountered.

Implementation Cost.—These are administrative costs added to the Estimated Construction Project Cost (the accumulated ECCC plus Contingency) to support the AOC's costs during project execution. These include: (1) Construction Administration, (2.5 percent)—this is usually a contract with the A/E firm performing the design, or the A/E firm who performed the design, to account for shop drawing submittal reviews, answering Requests for Information (RFIs), and any additional technical services related to interpretation of the drawings and specifications during construction, and the percentage applied is an industry-accepted standard; (2) AOC Construction Management, (8 percent)—this amount is set aside to pay for Term AOC employees hired as Construction Managers, who are the COTRs during construction, and Construction Inspectors, who provide daily quality assurance during construction execution; (3) Government Testing, Inspection and Quality Control, (2.5 percent)—this amount is provided to allow for independent testing, inspections services, or quality control services that may be required. Such instances include specialized testing or field verification that specified design parameters have been met, and independent validation of information necessary to resolve contractor disputes.

Project Management Cost.—This amount provides for professional associate (contract) or temporary in-house project management staff when execution of a specific project or group of projects cannot be met with internal resources. At the present time, temporary project management staff are funded by the LOC Fort Meade projects to provide for overall program execution at that location. Previously, this

allocation was used to execute portions of the Emergency Response Fund projects because at that time there was an inadequate dedicated project management staff to support that program. This percentage—currently set at 5 percent—was inadvertently applied to some of the fiscal year 2007 project requests. Specific estimating guidance has since been issued to clarify that it is to be applied only under the circumstances noted above.

The AOC has not analyzed other agency overhead cost structures. The AOC is undertaking a series of processes to determine how its overhead costs are spent, and over time will be in a much better position to support its actual cost requirements based on financial history matched to project performance. In addition, the Government Accountability Office has offered to provide the AOC with technical advice in this specific area.

WEST REFRIGERATION PLANT PROJECT

Senator ALLARD. On the west refrigeration plant, this $100 million project is behind schedule by 5 or 6 months, and over budget. What is the current schedule for completion?

Mr. HANTMAN. The current schedule is by July of this year, we should have the units up and running, with a combination of controls, as well as manual controls so that we could be producing the chilled water that we need throughout the campus. By the end of the year all those controls should be in place, so that the manual operation would no longer be needed.

Senator ALLARD. Can you assure us that no additional funds are going to be needed?

Mr. HANTMAN. We are reprogramming dollars in this year's budget as you know Mr. Chairman, to the tune of about $4.7 million. The main reason that these funds were needed is that there were two unforeseen conditions at the Power Plant. One of them was the extent of the contaminated soil under the existing coal pile. We needed to remediate that. Another was a gas main that was on Virginia Avenue in the way of the relocated sewer line that we had to take care of. With those two projects, that basically took the full reprogramming value and we would have been pretty much on budget, without having to reprogram, without those two elements.

So, yes, we're expecting that this reprogramming should be able to get us to home base.

WEST REFRIGERATION PLANT PROJECT CHALLENGES

Senator ALLARD. What are the biggest challenges you've confronted with a project, and what are some lessons learned?

Mr. HANTMAN. Well, the two project elements that I mentioned were the biggest challenges, and that is true Mr. Chairman, of any project we do here on Capitol Hill. The documentation is just not very good in terms of existing drawings and all. That was certainly the case with the gas line on Virginia Avenue. It wasn't shown in the right place, in terms of where it really was. Another challenge that we faced on the Power Plant, was the reason that project was initiated in the first place. This goes back to the type of issues that we have with facility conditions throughout the campus. How do you know something's going to fail? Do you replace a roof before it fails, or do you do it because its life expectancy has really been achieved. So when we looked at the east refrigeration plant, it actually has EPA, noncompliant elements in it. We wanted to replace it. It was over 40 years old. It wasn't performing efficiently. We

had planned on essentially using it long enough to be able to take down the existing west refrigeration plant units, put them online, hook them up and have the east plant run through the winter so that we could do that, and the full load would be on that. Unfortunately, we had two of those units fail. Their life expectancy certainly was there, we knew that was happening, and the same issue is, when will something fail?

So we had to essentially, while the west refrigeration plant was up and running, make those changes. So that was something that cost us time and it cost us money, Mr. Chairman.

GOVERNMENT ACCOUNTABILITY OFFICE REPORTS ON POWER PLANT STAFFING

Senator ALLARD. Now, GAO recently reported that the Architect of the Capitol hasn't made sufficient progress in planning to staff the modernized Power Plant efficiently and ensure plant personnel are trained to operate it safely. According to the GAO, the plant has about twice as many employees as are needed for efficient operation and has since at least 1996. What are your plans for right-sizing the Power Plant while ensuring equity to all employees?

Mr. HANTMAN. We have a consultant—Ross is doing a detailed functional analysis, regarding staffing reductions. We think they are possible. We are at the process, Mr. Chairman, we don't have the new equipment up and all the controls in place at this point in time. So we need to take a look at training the people in—on our staff, for automation of the plant, and cross train those people to make sure that they can do multiple jobs efficiently. We believe this can happen, once we have the new plant online. We are concurrently working on doing training right now, so that we can essentially right size and cross train people to bring it more in line with the ultimate staffing that's necessary. And our new director certainly will have his eyes and ears on that and make sure that we do it the right way.

PERFORMANCE-BASED BUDGET

Senator ALLARD. You've been listening to some of my concerns in the past hearings on performance-based budgets and I understand you're taking some action to develop a performance-based budget to measure outcomes. I'd like to know how you're coming along on that initiative?

Mr. AYERS. Sure, thank you Mr. Chairman. We do have several strategic performance initiatives underway, and performance-based budgeting is one of them. If I could just step back for a moment though. All of these refer back to our strategic plan that we developed in 2003. That strategic plan is centered around four goal areas: facilities management, project management, human capital, and organizational excellence. And to implement that plan, it's accompanied by a performance plan that includes 16 objectives, 175 specific milestones, as well as over 300 individual activities necessary to achieve those goals. In addition to simply measuring our progress against achieving those milestones, we've developed a series of performance indicators that enable us to track the health of the organization on an ongoing basis. We call this our dashboard. We've developed some 25 different performance metrics, that we re-

view on a monthly basis, myself and Mr. Hantman, with a team of senior managers.

To take that strategic plan to the next level, we believe requires the implementation of a cost accounting system as well as a performance-based budgeting system, those—both of those processes are underway now. We believe that's a year long effort, we've recently added staff to our cost accounting division to begin the full implementation of that program and we look forward to presenting to you in 2008 our first performance-based budget.

INTERNAL CONTROLS IMPLEMENTATION

Senator ALLARD. I'm looking forward to that, and thank you for your efforts. According to GAO, it's critical the Architect of the Capitol develop strong internal controls, including a reliable cost accounting system and sound procurement practices, can you tell us what you've done in this area, and identify the resources you've requested in your budget to address these needs.

Mr. AYERS. Certainly Mr. Chairman, thank you. We have begun the roll out of a comprehensive internal controls program. This has been, in fact, in our strategic plan since 2003. The first phase of that, as we've selected three of the—what we feel most important functions of our organization. Our procure to pay, or how we purchase materials, as well as our payroll and project management systems. As part of this internal controls program, we'll take each of those systems and break them down to each of their individual components, review them to determine what specific financial and managerial controls need to be in place to be able to achieve the end result. We're well in process on the first three of those. Once those are complete, we'll bring in another handful of our business processes and run them through the same process. Ultimately we'll have gone through all of our strategic business processes; run them all through this program to develop a sound internal controls program. We do have two FTEs requested in our 2007 budget to enable us to continue that, and expand that internal controls as well as the cost accounting program.

CONTRACT MANAGEMENT IMPROVEMENTS

Senator ALLARD. Your contract management has been subject to some criticism. What are you doing to try and improve it?

Mr. AYERS. I think one of the most important initiatives we've undertaken, is the development of a comprehensive core competency program, both for our project managers as well as for our procurement employees. That's a terrific program, and our employees are run through an appropriations law class, a contract management class, I think that's been our most important initiative in that area.

ARCHITECT OF THE CAPITOL CHIEF FINANCIAL OFFICER SELECTION

Senator ALLARD. Okay. Let me ask you Mr. Hantman, about the position of Chief Financial Officer. This seems to me like a critical position to get filled. How are we doing on filling this position?

Mr. HANTMAN. I think we're going well Mr. Chairman, we empaneled—a panel essentially last week, which includes Stephen

Ayers, it includes the CFOs of the Government Accountability Office and the Government Printing Office. Some 53 résumés are being reviewed right now. Clearly that's a critically important position and the process is moving along.

Senator ALLARD. That's all the questions that the subcommittee has. I would like to thank you for your participation.

SUBCOMMITTEE RECESS

The subcommittee on legislative branch will stand in recess, until Wednesday, April 5, 2006 when it will hear testimony from the Sergeant at Arms and Capitol Police Board. Thank you.

[Whereupon at 11:15 a.m., Wednesday, March 15, the subcommittee was recessed, to reconvene at 10 a.m., Wednesday, April 5.]